

## HISTORY OF THE UNIVERSITY OF RIZAL SYSTEM

The University of Rizal System is a merger of two (2) state colleges and a University extension campus – the Rizal Polytechnic College, Rizal State College, and the Rizal Technological University extension campus. The Republic Act 9157 lapsed into law on August 11, 2001, established a State university in the province of Rizal to be known as the University of Rizal System, by integrating the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and Rizal Technological University-Antipolo Annex, all in the province of Rizal. On June 18, 2002, CHED Resolution No. 411-2002 was issued identifying Tanay Campus as the main campus of the University.

The Rizal National Agricultural School (RNAS) was established by Republic Act Number 1560 authored by Cong. Serafin Salvador, which was approved on June 16, 1956. RNAS was opened on May 27, 1959. It was chartered as a state college on June 24, 1983 by Batas Pambansa Bilang 622 authored by Assemblyman Frisco F. San Juan making it the first state college in the Province of Rizal known as Rizal College of Agriculture and Technology (RCAT). RCAT was later renamed Rizal State College (RSC) by virtue of Republic Act 7858 sponsored by Hon. Congressman Emigdio S. Tanjuatco, Jr. and approved by His Excellency Fidel V. Ramos on January 21, 1995.

The College is about 67 kilometers away from Metro Manila and accessible to all towns of Rizal through the Manila East Road or through Marikina-Infanta highway and is set atop an elevation of about 1,800 feet above sea level in the Sierra Madre Mountain range and is overlooking the scenic Laguna Lake and the surrounding lake towns.

Rizal Polytechnic College was first established as Morong High School on August 16, 1944. It was converted into Morong National High School on August 20, 1976 and to Morong National Comprehensive School on March 30, 1977. With the integration of Tomas Claudio Memorial Elementary School, it was converted into Morong National Comprehensive School, later renamed Rizal Technological and Polytechnic Institute on August 10, 1983 through Batas Pambansa Bilang 469. RTPI became a state college, the Rizal Polytechnic College on March 1, 1995 through Republic Act 7933. Through Board of Trustees Resolution No.06-13-98 dated February 12, 1998, RPC Cardona Research Extension was established.

At present the University operates with 10 campuses in the Province of Rizal, namely: URS Angono, Antipolo, Binangonan, Cainta, Cardona, Morong, Pililla, Rodriguez, Tanay and Taytay. It offers complete education from Kindergarten to Graduate School. The University implements a number of academic programs in the doctorate, masters, baccalaureate, non-degree and short-term courses. It also provides research, extension and production services as well as establishment of centers. The existence of the University caters to the needs of the stakeholders within and nearby provinces.

## **UNIVERSITY CHARTER (Republic Act No. 9157)**

### **“An Act Establishing the University of Rizal System by Integrating the Existing State Colleges in the Province of Rizal and the Rizal Technological University-Antipolo Annex Appropriating Funds Therefor and For Other Purposes”**

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

**Section 1.** There is hereby established a State university in the Province of Rizal to be known as the University of Rizal System hereinafter referred to as the University, by integrating the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University – Antipolo Annex, all in the Province of Rizal. The main campus of the University shall be determined by the Commission on Higher Education.

**Section 2.** The University shall primarily offer higher professional and technical instructions and training in science and technology and promote research, extension, and production services, advanced studies and specialized training in all fields deemed relevant to the development goals of the Province of Rizal.

**Section 3.** A reasonably-sized laboratory school shall be allowed to remain and operate subject to the maintenance of a College of Education within the University. Likewise, the University may adopt public elementary and secondary schools in the Province of Rizal to serve as pilot centers for innovative teaching and learning strategies and approaches so operated and maintained under an appropriate memorandum of agreement between the University and the Department of Education, Culture and Sports (DECS).

**Section 4.** The University may open new branches/annexes in consortium with other academic institutions only within the Province of Rizal.

**Section 5.** The governing body of the University shall be the Board of Regents, hereinafter referred to as the Board, which shall be composed of the following:

- (a) The chairman of the Commission on Higher Education (CHED) chairman;
- (b) The president of the University, vice-chairman;
- (c) The chairman of the Committee on Education, Culture and Arts of the Senate or his/her representative, member;
- (d) The chairman of the Committee on Higher and Technical Education of the House of Representatives or his/her representative, member;

- (e) The regional director of the National Economic and Development Authority (NEDA), member;
- (f) The regional director of the Department of Science and Technology, member;
- (g) The president of the federation of faculty associations of the University, member;
- (h) The president of the federation of student councils or the student representative elected by the federation of student councils of the University, member;
- (i) The president of the federation alumni associations of the University, member, and;
- (j) Two (2) prominent citizens who have distinguished themselves in their professions or in their specializations, member;

The two (2) prominent citizens shall be chosen from among the list of at least five (5) qualified persons in the Province of Rizal, as recommended by a search committee constituted by the University president in consultation with the chairman of CHED based on normal standards and qualifications for the position.

The term of office of the representatives of the federations of faculty associations, student councils and alumni associations shall be coterminous with their respective term of office.

For the purpose of the provisions of this section, the associations of faculty, alumni, and student councils in each branch of the University shall organize themselves to form their respective federations, which in turn shall elect their federation officials;

The two (2) prominent citizens shall serve for a term of two (2) years.

**Section 6.** The Board shall promulgate and implement policies in accordance with the declared policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722.

**Section 7.** The Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under existing laws.

- (a) To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the State University;

- (b) To receive and appropriate all sums as may be provided, for the support of the University in the manner it may determine, in its discretion, to carry out the purposes and functions of the University;
- (c) To receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispose the same when necessary for the benefit of the University and subject to the limitations, directions and instructions of the donors, if any. Such donations shall be exempt from the donor's tax and the same shall be considered as allowable deductions from the gross income of the donor, in accordance with the provisions of the National Internal Revenue Code, as amended;
- (d) To fix tuition fees and other necessary school fees and charges such as, but not limited to, matriculation fees, graduation fees, and laboratory fees, as the Board may deem proper to impose after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other incomes generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same funds for the use of the University.

Any provision of existing laws, rules and regulations to the contrary, notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of the auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension, or other programs/projects of the University. Provided, that all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If for reasons beyond its control, the University shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purpose which, in its discretion may be necessary and urgent for the attainment of the objectives and goals of the University.

- (e) To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- (f) To authorize the construction or repair of its buildings, machineries, equipment and other facilities, and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the University through the Board shall be exempt from all taxes and duties;

- (g) To appoint upon recommendation of the president of the University, vice-presidents, deans, directors, heads of departments, faculty members and other officials and employees;
- (h) To fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the Revised Compensation and Position Classification System and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper, to grant them, at its discretion, leave of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- (i) To approve curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- (j) To set policies on admission and graduation of students;
- (k) To award honorary degrees upon persons in recognition of outstanding contributions in the fields of education, public service, arts, science and technology, or in any field of specialization within the academic competence of the University; and to authorize the awarding of certificates for completion of non-degree and non-traditional courses;
- (l) To absorb non-chartered tertiary institutions within the Province of Rizal in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- (m) To establish research and extension centers where such will promote the development of the University;
- (n) To delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- (o) To delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- (p) To authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- (q) To collaborate with other governing boards of State colleges and universities within the province or region, under the supervision of the

CHED in consultation with the Department of Budget and Management (DBM), the restructuring of the University to become more efficient, relevant, productive and competitive;

- (r) To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds of which will be used for the development and strengthening of the University;
- (s) To develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the University;
- (t) To develop academic requirements for institution capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts, specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- (u) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- (v) To establish policy guidelines and procedures for participative decision-making and transparency within the University;
- (w) To privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other activities; and
- (x) To extend the term of the president of the University beyond the age of retirement but not later than the age of seventy (70) whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee;

**Section 8.** The Board of Regents shall regularly convene at least once every quarter. The chairman of the Board of Regents may call a special meeting whenever necessary: Provided, That members are notified in writing at least three (3) days prior to said meeting.

A majority of all members holding office shall consist a quorum for board meetings: Provided, That the chairman of the Board, or the president of the University is among those present in the meeting.

In the absence of the chairman of the CHED, a commission of the CHED, duly designated by him, shall represent him in the meeting: Provided, however, That during this meeting, the president of the University as vice-chairman shall be the presiding officer: Provided, further, That this proviso notwithstanding, the chairman of the CHED is hereby authorized to designated a CHED commissioner as the regular chair of the Board of Trustees, in which case said CHED commissioner shall as act as the presiding officer.

The members of the Board shall not receive compensation but shall be reimbursed for necessary expenses incurred in their attendance of meetings or in connection with their official business authorized by resolution of the Board, subject to pertinent existing laws and regulations.

**Section 9.** The administration of the University shall be vested in the president of the University who shall render full-time service. He shall be appointed by the Board upon recommendation of the Committee on Higher Education, in consultation with a duly constituted search committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term: Provided, however, That this proviso notwithstanding, in order to effect a smooth transition to a university, the chairman of the CHED shall appoint an officer-in-charge pending the appointment of the first University president.

In case of vacancy in the office of the president by reason of death, resignation, incapacity of the president to perform the functions of his office, the Board shall have authority to designate an officer-in-charge of the University pending the appointment of a new president.

In case of vacancy in the office of the president as mentioned in the immediately preceding paragraph, his successor shall hold office for the unexpired term. If the successor shall serve for a period of more than two (2) years, then such shall be considered as one full term for the successor.

The powers and duties of the president of the University, in addition to those specifically provided in this Act, shall be those usually pertaining to the office of the president of similar universities.

The salary of the president of the University shall be in accordance with the Revised Compensation and Position Classification System and shall be comparable to that being received by similar educational institutions of like enrollment and standing.

**Section 10.** There shall be administrative council consisting of the president of the University as chairman, the vice-president(s), deans, directors and other officials of equal rank as members whose duty is to review and recommend to the Board policies



governing the administration, management and development planning of the University.

**Section 11.** There shall be an academic council consisting of the president of the University, as chairman, the vice-president(s) and all members of the instructional staff with the rank of not lower than assistant professor, as members.

The academic council shall have the power to prescribe curricular offerings subject to the approval of the Board. It shall fix the requirements for admission to the University, as well as for graduation and the conferring of degrees, subject to review and/or approval by the Board through the President of the University. It shall also have the disciplinary powers over the students through the president within the limits prescribed by the rules of discipline, as approved by the Board.

**Section 12.** There shall be a secretary of the University who shall be appointed by the Board upon recommendation of the president of the University. He shall also be the secretary of the Board and shall keep such records of the University as may be determined by the Board.

**Section 13.** The Treasurer of the Philippines shall be the ex officio Treasurer of the University.

**Section 14.** No student shall be denied admission to the University by reason of sex, nationality, religion or political affiliation.

The University shall provide a scholarship program and other affirmative action programs to assist poor but deserving students to qualify for admission to the university.

**Section 15.** No religious opinion or affiliation shall be a matter of inquiry in the appointment of faculty members of the University. Provided, however, That no member of faculty shall teach for or against any particular church or religious sect.

**Section 16.** On or before the fifteenth (15th) day of the second month after the opening of the regular classes each year, the Board shall file with the Office of the President of the Philippines, through the Chairperson of the CHED and to both Houses of Congress, a detailed report on the progress, conditions and needs of the University.

**Section 17.** All the assets, fixed and movable, personnel and records of the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University, Antipolo Annex as well as liabilities or obligations are hereby transferred to the University of Rizal System: Provided, That the positions, rights and security of tenure of personnel therein employed under existing laws prior



to absorption by the University are not impaired: Provided, further, That the incumbents of the positions shall remain in the same status until otherwise provided by the Board. All parcels of land belonging to the government, occupied by the Rizal State College and its extension campuses in Angono, Binangonan, Pililla and Rodriguez, the Rizal Polytechnic College and its extension campus in Cainta and the Rizal Technological University – Antipolo Annex shall be declared the property of the University of Rizal System and shall be titled under that name: Provided, furthermore, That should the University cease to exist or be abolished or such parcels of land aforementioned be no longer needed by the University, the same shall be transferred to the Province of Rizal. However, the provincial government of Rizal can only utilize such land for its equivalent monetary values) for higher education purposes as mentioned in this Act.

**Section 18.** All accounts and expenses of the University shall be audited by the Commission on Audit or its duly authorized representative.

**Section 19.** The heads of bureaus and offices of the national government are hereby authorized to loan or transfer upon request of the president of the University, such apparatus, equipment or supplies as may be needed by the University and to detail employees for duty therein when in the judgment of the bureau or office, such apparatus, equipment, supplies or services of such employees can be spared without serious detriment to the public service. Employees so detailed shall perform such duties as required of them by the president of the University, and the time so employed shall be counted as part of their regular services.

**Section 20.** The amount necessary for the implementation of this Act shall be charged against the current year's appropriations of the Rizal State College, the Rizal Polytechnic College and the Rizal Technological University – Antipolo Annex. Thereafter, such sums as may be necessary for the continued operation and maintenance of the University of Rizal System shall be included in the annual General Appropriations Act.

**Section 21.** Sections 1, 4 and 22 of Republic Act No. 8365 are hereby repealed. All other laws, presidential decrees, executive orders, rules and regulations contrary or inconsistent with the provisions of this Act are hereby repealed, amended, or modified accordingly.

**Section 22.** Within a period of one (1) school year after the approval of this Act, the CHED is hereby empowered to define and design the process of reorganization and restructuring of the University.

**Section 23.** If for any reason, any part or provision of this Act is declared invalid or unconstitutional, the remaining parts or provisions not affected thereby shall remain in full force and effect.

**Section 24.** This Act shall take effect fifteen (15) days upon publication in the Official Gazette.

Approved.

**(SGD.) AQUILINO Q. PIMENTEL, JR**  
President of the Senate

**(SGD.) FELICIANO BELMONTE, JR.**  
Speaker of the House of Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 7, 2001 and June 7, 2001 respectively.

**(SGD.) LUTGARDO B. BARBO**  
Secretary of the Senate

**(SGD.) ROBERTO P. NAZARENO**  
Secretary General  
House of Representatives

APPROVED:

**GLORIA MACAPAGAL-ARROYO**  
President of the Philippines

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Lapsed into law on August 11, 2001  
Without the signature of the President,  
in accordance with Article VI, Section 27 (1) of the Constitution.

Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**

**RESOLUTION 411 2002**

WHEREAS, on 11 August 2002, Republic Act No. 9157 was enacted by the Legislature establishing the University of Rizal System (URS) by integrating the existing state colleges in the province of Rizal and the Rizal Technological University – Antipolo Annex;

WHEREAS, Section 1 of RA No. 9157 provides that the “main campus of the University shall be determined by the Commission on Higher Education;”

WHEREAS, pursuant to the above, the Commission on Higher Education (CHED) created a Special Evaluation Team under Resolution Nos. 158-2001 and 174-2001 for the purpose of evaluating the different campuses and making a recommendation on which site shall be designated as the main campus;

WHEREAS, on 18 January 2002, the Special Evaluation Team chaired by Bro. Rafael S. Donato, SSC with Dr. Edilberto C. de Jesus, Dr. Roger P. Perez, Ms Cleofe Pastrana and Ms. Beatriz L. Sanga as members, submitted its Report recommending that the main campus be located at the Tanay Campus;

NOW THEREFORE, for and in consideration of the foregoing, the Commission resolves, as it is hereby resolves that the **main campus of URS shall be the Tanay campus.**

**(SGD.) ESTER A. GARCIA**  
Chair

**(SGD.) HADJA ROQAIYA VR MAGLANGIT**  
Commissioner

**(SGD.) MANUEL D. PUNZAL**  
Commissioner

**(SGD.) CARLITO S. PUNO**  
Commissioner

**(SGD.) MA. CRISTINA D. PADOLINA**  
Commissioner

UNIVERSITY SEAL

Board Resolution No. 07-080-03



Map of Rizal	The service area and location of the University
Rope	The people from all walks of life who support and ideally carry the name of the University in mind, heart and in deeds
Pillar	The school as a citadel of learning providing knowledge and guidance developing values and shedding light on the minds and hearts of the learners
Diploma	The achievement for all the efforts of the students, the parents, the staff, Administration, the alumni and the community to attain quality education
Gear	The technology innovations which unify and facilitate the operational management of the University as a system
Orbit	Shows the continuous development of the individual as a learner and the University as an avenue of community development and nation building. It also symbolizes excellence in the four-fold functions of the University as Instruction, Research, Community and Extension
Leaves	The aim of the University for academic excellence and progress. Furthermore, it exhibits the component of agriculture as an instrument in the upliftment of productivity and the quality of life of the people
2001	The year when Republic Act No. 9157 lapsed into law
Globe	The challenges of global education
Wide space	The prospects of the University in providing relevant and responsive course offerings and community service

**UNIVERSITY OF RIZAL SYSTEM**

BOR Resolution No. 042-390-13

**VISION**

The leading University in human resource development, knowledge and technology generation and environmental stewardship

**MISSION**

The University of Rizal System is committed to nurture and produce upright and competent graduates and empowered community through relevant and sustainable higher professional and technical instruction, research, extension and production services.

**CORE VALUES**

R	Responsiveness
I	Integrity
S	Service
E	Excellence
S	Social Responsibility

**URS BRAND**

“Nurturing tomorrow’s noblest”

**URS BRANDING SYMBOL**

The GIANTS

**GOALS**

Quality and Excellence  
Relevance and Responsiveness  
Access and Equity  
Efficiency and Effectiveness

## URS VECTOR



**BOR Resolution No. 042-390-13**

**Administrative Council Resolution No. 02-007-13**

**Executive Committee Resolution No. 25, Series of 2013**

(Date of Official Commencement of Use: September 16, 2013)

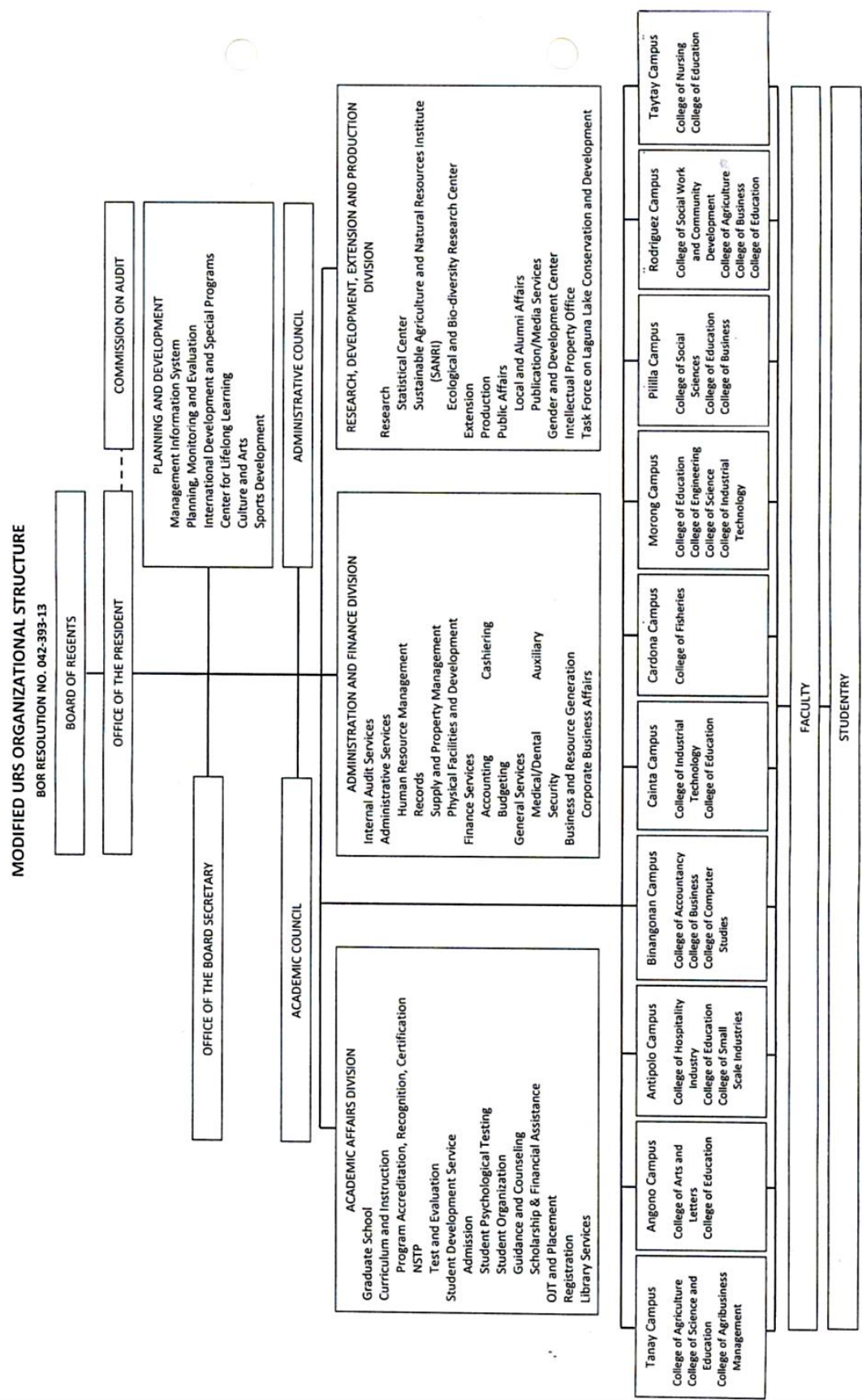
In Philippine myths, a legendary figure named Bernardo Carpio is a giant. He had a strength that was similar to that of Hercules of the Greek mythology. Giants or commonly called as Titans were a primeval race of powerful duties and the descendants of Earth and Sky that ruled during the legendary golden age. They were immortal beings of incredible strength and stamina and were also the first pantheon god and goddesses. Giants possessed overwhelming physique and power beyond human capacity. The basic form of the legend is that Bernardo Carpio, a being of great strength, is trapped in between two great rocks in the Mountains of Montalban. Accordingly, he is keeping the mountains from crashing into each other (similar to the Greek titan Atlas holding up the sky). When Carpio shrugs his shoulder, an earthquake occurs.

As an "icon" in the URS Vector, Bernardo Carpio depicts that the enslaving poverty and oppressing ignorance will be replaced with freedom and happiness through perseverance and education. The Giant in its colossal glory is at the center while lifting the word "Giants" with the name/acronym of the University written at the top. The brusque and masculine demeanor of the Giant represents the excellence and greatness of the institution and holds the URS core values. Giants are undefeatable and will always RISE to persevere odds and challenges. The state-of-trance-expression of the giant bordering from rage and duress conveys the feeling of "I'll give all my bests to strive Greatness and Excellence."

"Go, Go, Go Mighty Giants!"



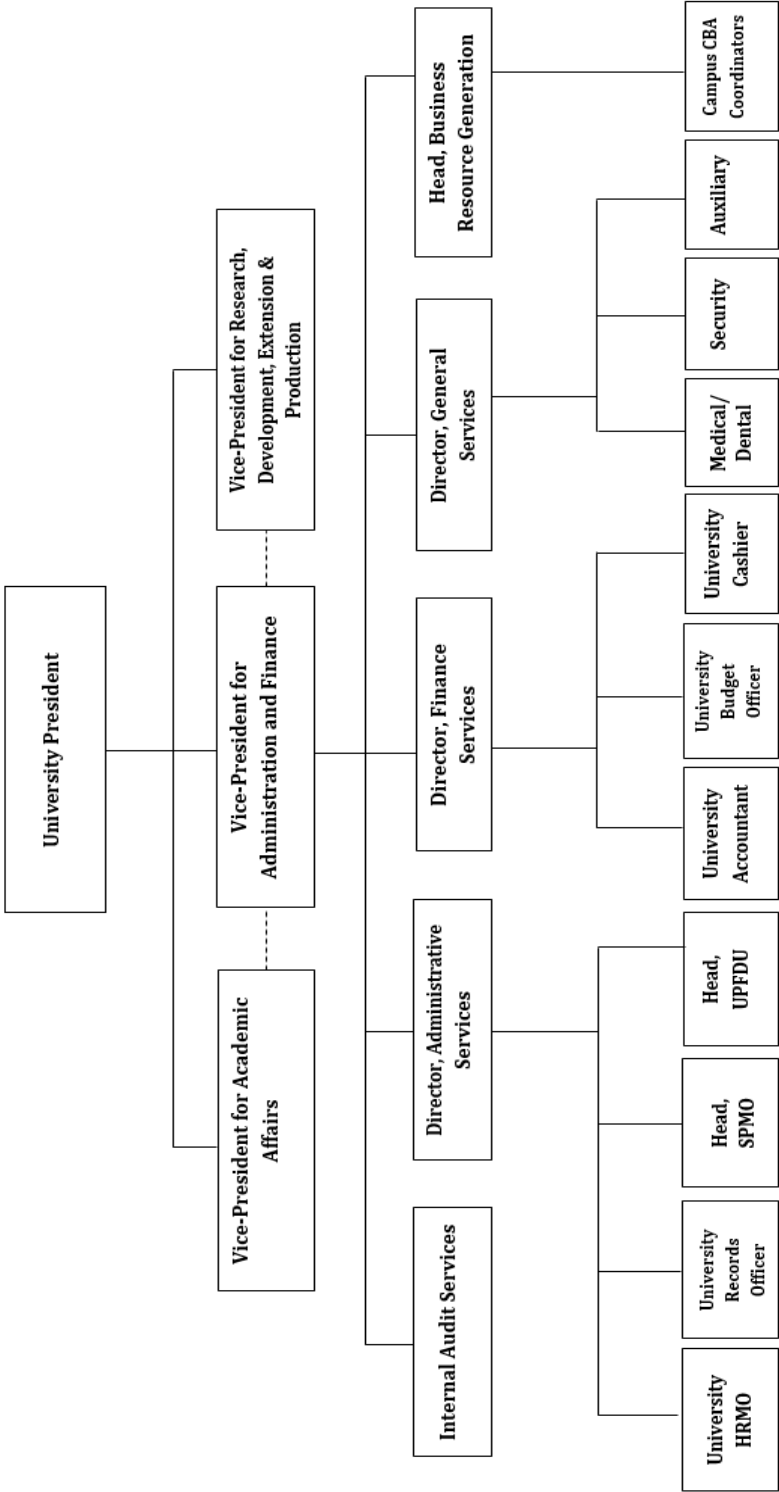
URS ORGANIZATIONAL STRUCTURE



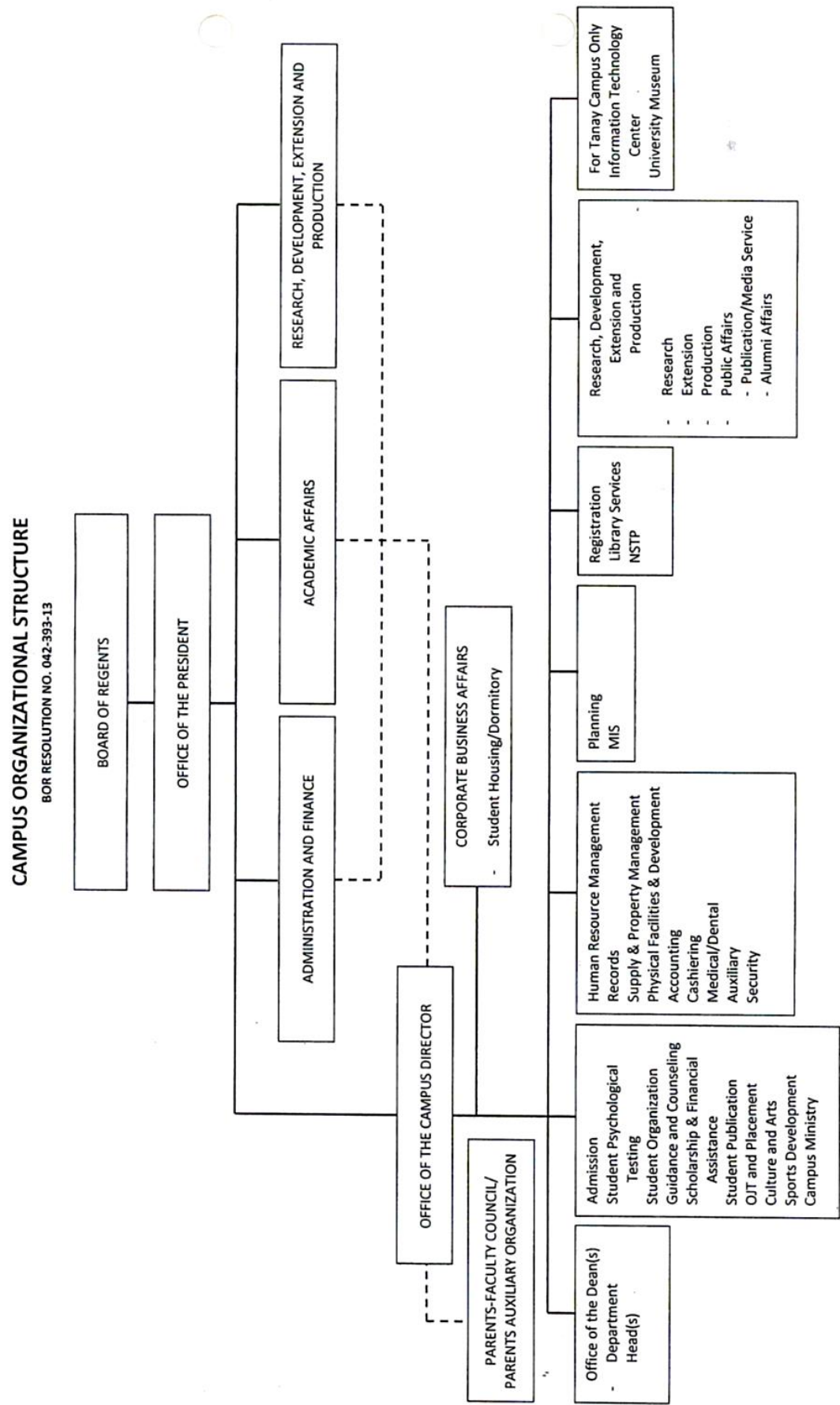


ADMINISTRATIVE DIVISION ORGANIZATIONAL STRUCTURE

ADMINISTRATIVE DIVISION ORGANIZATIONAL STRUCTURE



CAMPUS ORGANIZATIONAL STRUCTURE



## GOVERNANCE AND ADMINISTRATION

### I. The Governing Board (as stated in RA 9157, 8292 and its IRR)

#### 1.1 General and Specific Powers

The governing body of the University is the Board of Regents that shall promulgate and implement policies in accordance with the declared policies on education and other pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture and sports as well as the policies, standards and thrusts of the CHED under Republic Act No. 7722. The Board shall have the following specific powers and duties in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under existing laws:

- 1.1.1 to enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the State University;
- 1.1.2 to receive and appropriate all sums as may be provided for the support of the University in the manner it may determine, in its discretion, to carry out the purposes and functions of the University;
- 1.1.3 to receive in trust legacies, gifts and donations of real and personal properties of all kinds and to administer and dispense the same when necessary for the benefit of the University and subject to the limitations, directions and instructions of the donors, if any. Such donations shall be exempt from the donor's tax and the same shall be considered as allowable deductions from the gross income of the donor, in accordance with the provisions of the National Internal Revenue Code, as amended;
- 1.1.4 to fix tuition fees and other necessary school fees and charges such as, but not limited to, matriculation fees, graduation fees and laboratory fees as the Board may deem proper to impose after due consultations with the involved sectors;

Such fees and charges, including government subsidies and other incomes generated by the University shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same funds for the use of the University;

Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension and other

programs/projects of the University. Provided, that all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

If for reasons beyond its control, the University shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University;

- 1.1.5 to adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students.
- 1.1.6 to authorize the construction or repair of its buildings, machineries, equipment and other facilities, and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the University through the Board shall be exempt from all taxes and duties;
- 1.1.7 to appoint upon recommendation of the president of the University, vice-presidents, deans, directors, heads of departments, faculty members and other officials and employees;
- 1.1.8 to fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the Revised Compensation and Position Classification Systems and other pertinent budget and compensation laws governing hours of service and such other duties and conditions as it may deem proper, to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding, and to remove them for a cause in accordance with the requirements of due process of law;
- 1.1.9 to approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- 1.1.10 to set policies on admission and graduation of students;
- 1.1.11 to award honorary degrees upon persons in recognition of outstanding contributions in the fields of education, public service, arts, science and technology, or in any field of specialization within the academic competence of the University, and to authorize the awarding of certificates for completion of non-degree and non-traditional courses;
- 1.1.12 to absorb non-chartered tertiary institutions within the Province of Rizal in coordination with the CHED and in consultation with the Department of Budget & Management and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Commission;

- 1.1.13 to establish research and extension centers where such will promote the development of the University;
- 1.1.14 to establish chairs in the University and to provide fellowships for qualified faculty members and scholarships;
- 1.1.15 to delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- 1.1.16 to authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- 1.1.17 to collaborate with other governing boards of State colleges and universities within the province of region, under the supervision of the CHED and in consultation with the Department of Budget and Management (DBM), the restructuring of the University to become more efficient, relevant, productive and competitive;
- 1.1.18 to enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds of which will be used for the development and strengthening of the University;
- 1.1.19 to develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the University;
- 1.1.20 to develop academic arrangements for institution capability building with appropriate institutions and agencies, public and private, local and foreign, and to appoint experts, specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- 1.1.21 to set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc. for the promotion of greater access to higher education;
- 1.1.22 to establish policy guidelines and procedures for participative decision-making and transparency within the University;
- 1.1.23 to privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and similar such other activities; and,
- 1.1.24 to extend the term of the president of the University beyond the age of retirement but not later than the age of seventy (70) whose performance

has been unanimously rated as outstanding and upon unanimous recommendation by the search committee.

**1.2 Composition (as stated in RA 9157, 8292 and its IRR)**

Chairman	Chairperson of the Commission on Higher Education
Vice-Chairman	President of the University
Members	Chairman, Committee on Education, Culture and Arts of the Senate or his/her representative
	Chairman, Committee on Higher and Technical Education, House of Representatives or his/her representative
	Regional Director, National Economic Development Authority
	Regional Director, Department of Science & Technology
	President of the Federation of Faculty Associations of the University
	President of the Federation of Student Councils of the student representative
	President of the Federation of Alumni Associations of the University
	Two (2) prominent citizens

**2. Administrative Council (as stated in RA 9157, 8292 and its IRR)**

**2.1 Composition of the Administrative Council**

Chairman	President
Members	Vice-President(s), Deans, Directors and other officials of equal rank

**2.2 Specific Powers and Duties**

To review and recommend in accordance with the GB appropriate policies governing the administration, management and development planning of the University for its action as it may deem fit.

**3. Academic Council (as stated in RA 9157, 8292 and its IRR)**

**3.1 Composition of the Academic Council**

Chairman	President
Members	Institutional staff with the rank not lower than Assistant Professors

**3.2 Specific powers and duties**

- 3.2.1 Determine, review and recommend for the approval of its GB the course offerings of the concerned chartered SUC;
- 3.2.2 Devise/draft, review and recommend for the approval of its GB the rules of discipline of and for the concerned chartered SUC; and
- 3.2.3 Fix the requirements for the admission of students in the concerned chartered SUC as well as for their graduation and the conferment of degrees and submit the same to its GB for review and/or approval by the Board of Regents through the president of the university.

**4. The University President (RA 9157, Manual of Operations for SUC)**

The administration of the University shall be vested in the President who shall render full time service. The powers and duties of the president of the University in addition to those specifically provided for in RA 9157, shall be those usually pertaining to the office of the president of similar universities. He/She shall also perform specific powers and duties as follows:

- 4.1 He/She shall have general supervision and control of all business matters as well as all administrative and financial operations of the SUC;
- 4.2 He/She shall be ex-officio head of all officers, members of the teaching staff, administrative and all other employees of the institution;
- 4.3 He/She shall carry on the general policies lay down by the GB and shall have the power to act within the limits of the said general policies. He/She alone shall direct or assign the details of executive actions;
- 4.4 He/She shall have the power to determine and prepare agenda of all meetings of the GB, the Administrative Council and of the Academic Council; provided, however, that any member shall have the right to suggest any matter for inclusion in the agenda;
- 4.5 He/She shall preside at commencement exercises and other public affairs of the SUC and confer such degrees and honors as confirmed by the GB. All



diplomas and certificates issued by the institution shall be signed by him/her by the College/University Registrar;

- 4.6 He/She shall be the official link of communication between the faculty, personnel, and students of the institution on the one hand, and the GB or the Board of Visitors on the other;
- 4.7 He/She can appoint competent and qualified persons to fill all vacancies and new positions as delegated by the GB. He/She shall have the authority to fill vacancies temporarily and to make such arrangements as necessary to meet all exigencies that may occur between the meetings of the GB so as not to unduly hamper the operations of the institution;
- 4.8 He/She shall have the authority to transfer faculty members and employees from one department or unit of the institution to another in accordance with existing laws and rules subject to the confirmation by the GB;
- 4.9 He/She shall hold all officers, faculty and employees of the institution, duty-bound to the full discharge of their respective duties. When necessity arises and in the interest of public service, he/she shall after consultation with the Dean or the Head of Office or Unit concerned, initiate the necessary proceedings for the separation from the service of the erring faculty members or administrative personnel;
- 4.10 He/She shall execute and sign, on behalf of the institution all contracts, deeds and all such other instruments necessary for the proper conduct of business of the institution. However, in recurring undertakings and transactions where the action is virtually ministerial, and the conditions and terms for which have been fixed in accordance with the existing regulations of the institution and general laws of the land, the specified cases may be made in his/her behalf, by the officers of the Administration or heads of office or units of the institution, subject to such safeguards as he/she may impose;
- 4.11 He/She shall have the general responsibility and final authority over the enforcement of discipline on all faculty and administrative personnel in the institution and over the maintenance of satisfactory academic standards in all its units;
- 4.12 He/She may invite from time to time, scholars of eminence, and other persons who have achieved distinction in some learned profession or career, to deliver a lecture or a series thereof, he/she may authorize honoraria for such service, to be taken from the SUCs budgetary allocation at such rates fixed by the GB; and,
- 4.13 He/She shall be authorized in case of brief absence, to designate a Vice-President and/or ranking officer of the administration to act as Officer-in-Charge who shall carry out routine management of the institution in his/her name and in accordance to his/her instructions and the policies of the Governing Board.

## 5. The Vice-Presidents, Duties and Functions

The University President is assisted by the three (3) Vice-Presidents namely: Vice-President for Academic Affairs, Vice-President for Administration and Finance and Vice-President for Research, Development, Extension and Production that are designated by the URS Board of Regents upon the recommendation of the University President.

### 5.1 Vice-President for Academic Affairs

The Vice-President for Academic Affairs is directly responsible to the President for carrying out all educational policies, for implementing all programs and projects of the institution, and for supervising curricular, instructional, and other academic activities in the institution. In addition he/she shall perform the following specific duties and functions:

- 5.1.1 Plan and implement approved plans on academic affairs and programs of the university in coordination with other Division heads, Campus Directors, Deans and Heads of Units;
- 5.1.2 Assume educational leadership in the academic council;
- 5.1.3 Implement university policies on academic affairs and shall promote the welfare and development of faculty members, Campus Directors, Deans, Heads of units and the students;
- 5.1.4 Manage and supervise all the Campus Directors, Deans of colleges/centers, directors of student services/instruction and all academic units of the university;
- 5.1.5 Recommend to the University President policies on promotion and qualified persons to fill positions in the different offices and units under your supervision;
- 5.1.6 Conduct meetings and conferences with the Campus Directors, Deans, Heads of Units and faculty members; and
- 5.1.7 Perform other functions as may be delegated by the President.

### 5.2 Vice-President for Administration & Finance

The Vice-President for Administration and Finance is directly responsible to the University President on all administrative operations,

planning and finance matters. In addition, he/she shall perform the following specific duties and functions:

- 5.2.1 Exercise supervision over the administrative, finance and general services of the University;
- 5.2.2 Exercise leadership and promote cooperation in his Division and shall see to it that all units, sub-units in his Division function efficiently and effectively;
- 5.2.3 Coordinate with the VP for Academic Affairs and VP for Research, Development, Extension and Production for the pursuit and realization of University objectives, programs and activities;
- 5.2.4 Oversee the implementation of administrative issuances necessary to the efficient and effective administration of different units under the administrative and finance offices;
- 5.2.5 Supervise the preparation of periodic annual budget estimates and proposal and other required reports;
- 5.2.6 Recommend measures to improve scheme on ways and means of the university; and
- 5.2.7 Perform other functions as may be delegated by the University President.

### **5.3 Vice-President for Research, Development, Extension and Production**

The Vice-President for Research, Development, Extension and Production is directly responsible to the University President on matters pertaining to research, extension and production services, non-formal education, training, and income-generating units and activities. In addition, he/she shall perform the following specific duties and functions:

- 5.3.1 Plan and implement approved plans on research, extension and development in coordination with the other Divisions and Units of the College;
- 5.3.2 Implement College policies, thrusts, programs and activities on research and development, extension, and production;
- 5.3.3 Exercise management and supervision functions over personnel in the Division and promote their welfare and development;
- 5.3.4 Tap resources for the promotion of research, development, extension and production;

- 5.3.5 Supervise and coordinate the preparation of the research journal, newsletter and other required reports;
- 5.3.6 Initiate/establish linkages with government and non-government agencies on research and extension projects and programs;
- 5.3.7 Review and recommend for consideration research projects which may be funded from the research fund of the University; and
- 5.3.8 Perform other functions as may be delegated by the University President;

#### **5.4 Campus Director**

- 5.4.1 Plan, prepare and implement the approved annual development plan covering the operations of the campus;
- 5.4.2 Exercise management and supervisory functions over instruction and other programs, projects and activities of the campus consonant to the goals and thrusts of the University;
- 5.4.3 Implement University policies, thrusts and programs;
- 5.4.4 Supervise and evaluate the performance of the deans, heads and non-teaching personnel in the campus;
- 5.4.5 Propose on annual basis budgetary requirements, materials, supplies and equipment needed by the campus;
- 5.4.6 Review performance of faculty members and promote their welfare and development;
- 5.4.7 Ensure safety and protection of University personnel, students and properties of the University;
- 5.4.8 Prepare and submit detailed report on the progress, conditions and needs of the campus for inclusion in the Annual Report;
- 5.4.9 Assume supervision over administrative matters of the campus;
- 5.4.10 Perform other functions as may be delegated by the superiors.

## **6. OFFICE OF THE PRESIDENT**

### **6.1 OFFICE OF THE BOARD SECRETARY**

The Board Secretary appointed by the Board of Regents upon the recommendation of the President of the University shall serve as secretary of both the Board and the university and shall keep all records and proceedings of the Board. He/She shall communicate to each member of the Board notice of meetings. In addition, his/her duties and functions are as follows:

- 6.1.1 Backstop and render technical assistance to the University President in the formulation and implementation of policies, rules and regulations approved by the Board of Regents, Academic and Administrative Councils;
- 6.1.2 Prepare documentation and communications for appropriate actions by the URS President;
- 6.1.3 Monitor information to the different Colleges/Schools for the effective and efficient operation of the University;
- 6.1.4 Act as a Secretary of the Academic Council, Administrative Council, Executive Committee meetings and other meetings and conferences called for by the URS President;
- 6.1.5 Prepare agenda of meetings, minutes of meetings of the Academic Council, Administrative Council, Executive Council Meetings as well as provide pertinent enclosure for adequate documentation of items in the agenda;
- 6.1.6 Keep records and minutes of the proceedings of the Board of Regents and other pertinent record of the University;
- 6.1.7 Prepare office memoranda, office orders, office circulars and prepare official communications for other agencies government or private; and
- 6.1.8 Disseminate the approved resolutions passed by the Board to the officials and parties concerned subject to the approval of the President.

### **6.2 PLANNING AND DEVELOPMENT**

#### **6.2.1 Management Information System**

- 6.2.1.1 Implement a centralized Management Information System which shall serve as a decision support system to concerned authorities and officers;

- 6.2.1.2 Facilitate information exchange with various units of the University and with GO's, NGO's and other institutions;
- 6.2.1.3 Synchronize documents and keep records of major activities, projects and programs of the University;
- 6.2.1.4 Serve as clearinghouse in the release of data and information about the University to outside parties as approved by concerned authorities;
- 6.2.1.5 Maintain the University Portal; and
- 6.2.1.6 Perform other functions that may be delegated by superiors.

**6.2.2 Planning, Monitoring and Evaluation**

- 6.2.2.1 Provide the needed coordination in setting the direction of the different components of the University;
- 6.2.2.2 Spearhead the planning and evaluation of the annual, medium-term and long range institutional plans;
- 6.2.2.3 Recommend policies and innovations relevant to the programs and projects of the University;
- 6.2.2.4 Supervise the preparation and facilitate submission of University periodic and non-periodic reports;
- 6.2.2.5 Prepare and submit reports and annual budget of the office; and
- 6.2.2.6 Perform other functions that may be delegated by superiors.

**6.2.3 International Development & Special Programs**

- 6.2.3.1 Oversee the management of the unit and its component;
- 6.2.3.2 Consult and work closely with all concerned stakeholders and offices on matters related to international development and special programs;
- 6.2.3.3 Report and recommend to the University President matters related to international development and special programs;
- 6.2.3.4 Initiate projects related to international development and special programs; and

- 6.2.3.5 Perform other functions as may be delegated by the University President.

#### **6.2.4 Center for Lifelong Learning**

- 6.2.4.1 Take charge of the operation of the Child Care Center/Toddler's Room and tutorial services for children of teaching/non-teaching personnel and interested parties;
- 6.2.4.2 Administer qualifying and pre-board examinations;
- 6.2.4.3 Organize LET Review Classes and / or refresher courses for the non-passers of Licensure Examination for Teachers (LET);
- 6.2.4.4 Design short-term technical and specialized (arts) courses for out-of-school –youth and other interested individuals; and
- 6.2.4.5 Assist teachers who are about-to-retire or have already retired on their needs for academic, skills, economic-trainings that will complement, support, strengthen or align what they may have missed to meet the prerequisites of their desired goals in life.

#### **6.2.5 Culture and Arts**

- 6.2.5.1 Identify, plan, initiate, coordinate and evaluate the promotion of the cultural activities in the University in coordination with the Campus Directors;
- 6.2.5.2 Promote among clientele the spirit of nationalism and patriotism through cultural awareness;
- 6.2.5.3 Recommend programs/projects/policies that will enhance the appreciation for the arts and culture;
- 6.2.5.4 Submit budget proposals for programs and projects relevant to the promotion and enhancement of Filipino culture;
- 6.2.5.5 Coordinate university-wide activities with the Campus Directors; and,
- 6.2.5.6 Perform other functions as may be delegated by superiors.

#### **6.2.6 Sports Development**

- 6.2.6.1 Plan and implement programs and projects designed to promote sports development among campuses;



- 6.2.6.2 Coordinate matters regarding sports among campuses;
- 6.2.6.3 Participate in the preparation of policies and guidelines for sports development program;
- 6.2.6.4 Implement policies and guidelines in the development, maintenance and/or management of sports development programs and projects in the University;
- 6.2.6.5 Assist the Vice-President for Academic Affairs in all matters pertaining to sports development;
- 6.2.6.6 Recommend training needs and sports equipment for purchase validly supported by needs assessment and data-based research;
- 6.2.6.7 Submit reports like annual plans and accomplishment to the Office of the President; and
- 6.2.6.8 Perform other functions as may be delegated by superiors.

## **6.3 ADMINISTRATION AND FINANCE DIVISION**

### **6.3.1 Internal Audit Services**

- 6.3.1.1 Ensure that all financial transactions of the University comply with COA and other government requirement and regulations;
- 6.3.1.2 Ensure that vouchers and supporting papers, records and documents are reviewed, verified and found to be correct and that fidelity in handling and safekeeping of them shall be exercised at all times;
- 6.3.1.3 Recommend policies and procedures for effective management and economic utilization of the resources of the University;
- 6.3.1.4 Review agency organizational structure, staffing, administrative systems and procedures;
- 6.3.1.5 Oversee and monitor the operations of the offices in the University;
- 6.3.1.6 Discuss audit results with auditee/s before the draft of the report is finalized;
- 6.3.1.7 Prepare report on the results of audit;

- 6.3.1.8 Make appropriate recommendations based on the result of the audit;
- 6.3.1.9 Follow-up action to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-compliance; and,
- 6.3.1.10 Perform other functions that may be delegated by superiors.

**6.3.2 Office of the Director, Administrative Services**

- 6.3.2.1 Plan, supervise, coordinate and evaluate performance of all administrative sections of the University;
- 6.3.2.2 Spearhead the preparation of the administrative annual plans;
- 6.3.2.3 Recommend innovations and policies for effective operations of the university;
- 6.3.2.4 Recommend appropriate personnel actions;
- 6.3.2.5 Prepare administrative orders, circulars and memoranda for proper guidance of employees in the Office; and,
- 6.3.2.6 Perform other functions that may be delegated by superiors.

**6.3.3 Human Resource Management**

- 6.3.3.1 Conduct a comprehensive and balanced human resource development program designed to raise level of efficiency, effectiveness and morale of employees;
- 6.3.3.2 Update frequently the plantilla of personnel and profile;
- 6.3.3.3 Ensure that all University employees complied with the submission of documents pertaining to the Strategic Performance Management System;
- 6.3.3.4 Serve as secretariat to the Personnel Selection Board of the University;
- 6.3.3.5 Initiate the establishment of linkages for staff development;
- 6.3.3.6 Assess HRD needs, proposes and conduct HRD interventions;
- 6.3.3.7 Supervise the preparation and safekeeping of pertinent documents, reports and other personnel actions;

- 6.3.3.8 Review work performance of employees to conform with existing laws, rules and regulations and policies related to personnel matters;
- 6.3.3.9 Coordinate with the Civil Service Commission and Department of Budget and Management regarding employees' concerns; and,
- 6.3.3.10 Perform other functions that may be delegated by superiors.

#### **6.3.4 Records**

- 6.3.4.1 Establish and maintain an active continuing program for the management, preservation and disposition of records;
- 6.3.4.2 Check and classify official communications for release and filing;
- 6.3.4.3 Authenticate copies of documents in possession;
- 6.3.4.4 Assume responsibility for the custody and safekeeping of official records and documents; and
- 6.3.4.5 Perform other functions that may be delegated by superiors.

#### **6.3.5 Supply and Property Management**

- 6.3.5.1 Oversee the operation of the Supply and Property Management unit;
- 6.3.5.2 Serve as Head of the Bids and Awards Committee Secretariat;
- 6.3.5.3 Spearhead the conduct of trainings and seminars on supply and property management;
- 6.3.5.4 Take charge and facilitate the titling of all lands owned by the University;
- 6.3.5.5 Spearhead the conduct of updated and comprehensive physical inventory of expendable and non-expendable assets of the University;
- 6.3.5.6 Ensure the safekeeping and availability of all records pertinent to supplies, materials and equipment;

- 6.3.5.7 Initiate, coordinate and facilitate the disposal of unserviceable properties in accordance with the prescribed government rules and regulations;
- 6.3.5.8 Rate the performance of the personnel in the Unit;
- 6.3.5.9 Prepare and approve trip tickets for vehicles under supervision;
- 6.3.5.10 Oversee the repair and maintenance of equipment and all University vehicles including its registration; and,
- 6.3.5.11 Perform other functions that may be delegated by superiors.

### **6.3.6 Physical Facilities and Development**

- 6.3.6.1 Come-up with a comprehensive development plan including construction, improvement, rehabilitation, demolition, major repair and restoration or maintenance of buildings, classrooms and other facilities;
- 6.3.6.2 Formulate, implement and update the land use plan of the different campuses;
- 6.3.6.3 Implement approved plans of civil work projects of the University;
- 6.3.6.4 Ensure that government regulations, procedures and requirements are strictly complied in all phases of civil works planning, implementation, monitoring and evaluation;
- 6.3.6.5 Keep records, plans, maps, designs and other documents covering civil works and to release the same upon approval only by the University President;
- 6.3.6.6 Recommend acceptance of the finished projects;
- 6.3.6.7 Exercise safety measures/programs on all civil work projects;
- 6.3.6.8 Prepare and submit quarterly accomplishment reports; and,
- 6.3.6.9 Perform other functions that may be delegated by superiors.

### **6.3.7 Office of the Director, Finance Services**

- 6.3.7.1 Plan, supervise, coordinate and evaluate performance of all finance sections and units in the University;

- 6.3.7.2 Recommend improvement and modification of existing policies and procedures on financial and budgeting;
- 6.3.7.3 Evaluate the financial aspects of the submitted proposals;
- 6.3.7.4 Supervise the collection of income and proceeds from income generating projects;
- 6.3.7.5 Review disbursements of funds subject to COA rules and regulations;
- 6.3.7.6 Initiate internal check and preliminary audit;
- 6.3.7.7 Supervise the maintenance of financial records necessary for effective control of the current operating budget; and,
- 6.3.7.8 Perform other functions that may be delegated by superiors.

#### **6.3.8 Accounting**

- 6.3.8.1 Implement accounting rules and regulations;
- 6.3.8.2 Provide management with information on financial resources;
- 6.3.8.3 Supervise the preparation of payrolls, vouchers, bank reconciliations and analysis of accounts;
- 6.3.8.4 Take charge of keeping records of funds and property showing receipts and disbursements and the status of government appropriations, allotments and savings;
- 6.3.8.5 Account and evaluate the income, operations and activities of the University;
- 6.3.8.6 Implement measures for the proper control of receipts, disposition and utilization of funds;
- 6.3.8.7 Review journalizing and classification of accounts;
- 6.3.8.8 Prepare and submit trial balances and other required financial and accountability reports to management and other government departments and agencies authorized to receive such reports;
- 6.3.8.9 Review prior years' claims and certify that these are carried in the book of accounts payable;

6.3.8.10 Coordinate with Commission on Audit regarding financial transactions of the university; and

6.3.8.11 Perform other functions that may be delegated by superiors.

### **6.3.9 Budgeting**

6.3.9.1 Plan and participate in the preparation and consolidation of the budget of the University;

6.3.9.2 Monitor the distribution, allocation and utilization of funds;

6.3.9.3 Coordinate with the Department of Budget and Management and other agencies on the allocation and release of funds of the University;

6.3.9.4 Prepare financial and accountability reports;

6.3.9.5 Analyze the trends of appropriations and expenditures; and,

6.3.9.6 Perform other functions that may be delegated by superiors.

### **6.3.10 Cashiering**

6.3.10.1 Supervise and account for receipts, custody and disbursement of funds;

6.3.10.2 Keep financial records of cash transactions for accounting purposes;

6.3.10.3 Sign and issue checks for payment of obligations;

6.3.10.4 Supervise the payment of salaries, wages and other disbursements;

6.3.10.5 Ensure that all cash, cash items and accountable forms are in safe custody;

6.3.10.6 Keep an up-to-date cashbook and records of all accountable forms;

- 6.3.10.7 Coordinate the preparation of report of collections, deposits and accountable forms to government agencies and to other offices;
- 6.3.10.8 Deposit money to authorized depository banks;
- 6.3.10.9 Handle matters on bonding of University accountable officers; and
- 6.3.10.10 Perform other functions that may be delegated by superiors.

#### **6.3.11 Office of the Director, General Services**

- 6.3.11.1 Plan, supervise, coordinate and evaluate performance of Security and Auxiliary units in the University;
- 6.3.11.2 Oversee minor repair of buildings, furniture and fixtures;
- 6.3.11.3 Facilitate the conduct of regular inspection;
- 6.3.11.4 Monitor the implementation of security policies and issuances on the protection and safety of students, employees, visitors and university properties;
- 6.3.11.5 Initiate and evaluate calamity drill;
- 6.3.11.6 Supervise the maintenance and orderliness of the University grounds and surroundings, classrooms, offices, library, laboratories, comfort rooms, canteen and other facilities;
- 6.3.11.7 Prepare memoranda, circulars and advisories for proper guidance of employees in the Office; and
- 6.3.11.8 Perform other functions that may be delegated by superiors.

#### **6.3.12 Health Services**

- 6.3.12.1 Spearhead the conduct of providing medical services to URS community;
- 6.3.12.2 Coordinate with the different offices/colleges/schools concerning plans for health education programs;
- 6.3.12.3 Assist teachers in the preparation and evaluation of health education teaching materials;



- 6.3.12.4 Coordinate with representatives from other organizations or agencies in the implementation of the health programs;
- 6.3.12.5 Undertake studies, researches and investigations in the implementation of health programs;
- 6.3.12.6 Coordinate with the faculty members regarding accomplishments of health records and reports;
- 6.3.12.7 Conduct health training programs; and
- 6.3.12.8 Perform other functions that may be delegated by superiors.

#### **6.3.13 Security Unit**

- 6.3.13.1 Plan and implement security operations;
- 6.3.13.2 Conduct periodic security survey;
- 6.3.13.3 Prepare reports on all unusual recurrences and infractions;
- 6.3.13.4 Coordinate with all offices and departments on security matters;
- 6.3.13.5 Establish linkage with other agencies relative to security; and
- 6.3.13.6 Perform other functions as may be delegated by superiors.

#### **6.3.14 Auxiliary Unit**

- 6.3.14.1 Manage and supervise the non-teaching personnel assigned in the transport, security, repair and maintenance services;
- 6.3.14.2 Plan, coordinate and evaluate performance of all the personnel in the Auxiliary Services;
- 6.3.14.3 Plan, supervise and evaluate repair services as well as the maintenance of the furniture, fixtures, office equipment and other properties;
- 6.3.14.4 Spearhead the implementation of PMS-OPES of the Auxiliary Services; and

- 6.3.14.5 Perform other functions as may be delegated by superiors.

#### **6.3.15 Business and Resource Generation**

- 6.3.15.1 Plan, supervise, coordinate and evaluate performance of the personnel in the Business Affairs Office;
- 6.3.15.2 Recommend improvement and modification of existing policies and procedures in the operations of the Business Affairs Office;
- 6.3.15.3 Supervise and monitor the implementation of the different income generating projects and coordinate the submission of monthly financial reports per project;
- 6.3.15.4 Initiate formulation/modification of policies and guidelines on provision of services and the operations of income generating projects;
- 6.3.15.5 Ensure the timely preparation and submission of financial reports by the campuses and the Business Affairs Office;
- 6.3.15.6 Ensure the efficient safekeeping of financial reports and other accounting records such as general and subsidiary ledgers and receipts; and
- 6.3.15.7 Perform other functions that may be delegated by superiors.

#### **6.3.16 Corporate Business Affairs**

- 6.3.16.1 Keep an inventory of the different income generating projects in terms of services being undertaken in the different campuses of the University (e.g. packaged trainings and seminars, repair services, welding and fabrication, etc.);
- 6.3.16.2 Provide assistance to different campuses in marketing the said services;
- 6.3.16.3 Monitor the implementation of the different projects and coordinate the submission of monthly financial reports per project;

- 6.3.16.4 Consolidate quarterly financial reports on services to be reviewed by the Internal Auditor for Financial Operations before submission to the Office of the President;
- 6.3.16.5 Initiate formulation/modification of policies and guidelines on provision of services as income generating project; and
- 6.3.16.6 Perform other functions as may be delegated by superiors.

## MERIT SYSTEM FOR FACULTY

Pursuant to the provision of Item No. 2 Section 7, Book V of Executive Order No. 292, otherwise known as the Administrative Code of 1987; Memorandum Circular No. 38, series 1993 dated September 10, 1993; and Memorandum Circular No. 40, series 1998 dated December 14, 1998 and in consonance with CHED DBM Circulars, and the URS Charter, this University of Rizal System Merit System for Faculty Members is hereby established for the guidance of all concerned.

### 1. OBJECTIVES

It is the policy of the University to strictly adhere to the principles of merit and fitness and equality. The selection of faculty members shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection of the faculty members on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

The objectives of this URS Merit System for Faculty are the following:

- 1.1 To establish a sound procedure for recruitment, selection and appointment;
- 1.2 To create and provide equal opportunities for career development;
- 1.3 To enhance organizational effectiveness and productivity;
- 1.4 To develop highly educated and motivated professional staff;
- 1.5 To provide a guide for speedy and fair resolution of complaints and grievances; and
- 1.6 To provide a framework for personnel discipline.

### 2. SCOPE

This Merit System shall apply to the closed career positions of URS. These are positions or ranks of the faculty such as the following:

Faculty Rank	Sub-Ranks
Instructor	I-III
Assistant Professor	I-IV
Associate Professor	I-V
Professor	I-VI

College/University Professor

The classification of ranks and sub-ranks shall be subject to changes by the Philippines Association of State Universities and Colleges (PASUC) Common Criteria for Evaluation of Faculty Members (NBC 461, S.1998) and in accordance with policies that may be prescribed from time to time.

### 3. DEFINITION OF TERMS

As used in the System, the following words or terms shall mean or refer, thus:

- 3.1 Appointing Authority – the person or body authorized by law to issue appointments.
- 3.2 Career Service – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- 3.3 Closed Career positions which are scientific, or highly technical in nature; these include the faculty and academic staff of state colleges and universities, and scientific and technical positions in scientific or research institutions which shall establish and maintain their own merit systems (CSC MC No. 1 series of 2012)
- 3.4 Faculty – regular plantilla-based set of people of the University appointed to a faculty rank who are directly engaged in teaching, research and extension services.
- 3.5 Faculty Rank – the classification of faculty into Professor, Associate Professor, Assistant Professor and Instructor, which is further classified into sub-ranks pursuant to applicable laws, rules and regulations.
- 3.6 PSB – stands for Personnel Selection Board pursuant to Resolution No. 047-455-14 adopted by the Board of Regents during its meeting held on June 20, 2014. This body shall assist the University/College President in selecting applicants or candidates for recommendation to the governing Board, which shall appoint faculty members to positions/ranks.
- 3.7 FSDC – refers to the Faculty and Staff Development Committee. This body shall be responsible for selecting and recommending faculty members who should attend specific training, programs conducted by the SUC or by

- government agencies or duly accredited non-governmental organizations, local or foreign.
- 3.8 Full-timer – regular faculty members occupying permanent plantilla positions and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load plus quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers and research and extension services)
- 3.9 Full Load – consists of a number of hours spent in teaching or academic unit/s plus quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research and extension services); the total of which is 40 hours of work a week.
- 3.10 Governing Board – refers to the highest policy-making body of a chartered SUC. For chartered state universities, it is called the Board of Regents (BOR).
- 3.11 Insider – refers to an employee of URS who is interested in joining the faculty or the members of the faculty who are aspiring for promotion.
- 3.12 Merit System – a personnel system in which comparative merit or achievement governs the selection, utilization, training, retention and discipline of the faculty in the SUC.
- 3.13 Outsider – refers to an applicant for a faculty position who is not yet employed by URS.
- 3.14 Part Timer – a teaching staff member who is either occupying a regular plantilla position or hired through a contract of service or a job order, whose work is part-time; A contract of service or job order part timer is not a government employee, as his/her service is not considered government service.
- 3.15 SPMS – refers to the strategic performance management system for faculty positions/ranks. It shall be organized, methodical and standardized system of evaluating the individual performance of faculty members for organizational effectiveness.
- 3.16 Personnel Action – any action denoting the movement or progress of personnel in the civil service.
- 3.17 Philippine Association of State Universities and Colleges (PASUC) – the CHED-recognized organization of all chartered State Universities and Colleges.

- 3.18 Qualification Standards – is a statement of minimum qualifications for a position which shall include education, experience, training, and physical characteristics and personality traits, required for the performance of the job or set of duties.
- 3.19 Rank – refers to academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency.
- 3.20 Recruitment – the process of searching for and attracting potential applicants through announcements, assessments and related procedures to select the most qualified applicant for appointment to an appropriate position in the faculty.
- 3.21 Reclassification – involves a change in the classification of a position either as a result of a change in its duties and responsibilities sufficient to warrant placing the position in a different class, or as a result of a reevaluation of a position without a significant change in its duties and responsibilities.
- 3.22 Selection – the process of thoroughly screening qualified applicants for certain positions to determine the most qualified among them or to rank them based on their qualifications and professional potentials.
- 3.23 SUC – refers to the chartered state university or college.
- 3.24 Upgrading – involves the reallocation of the salary grade assignment of positions to a higher salary grade without change in its duties and responsibilities. The term upgrading refers to a class of positions not applied in individual cases. A class is upgraded in view of its perceived relative worth as compared to other classes of positions with similar salary grade assignments.

## **4. PERSONNEL MANAGEMENT SYSTEMS & STANDARDS**

### **4.1 QUALIFICATION STANDARDS**

#### **4.1.1 General Policy**

The qualification standards for appointment and other personnel actions for faculty shall be those provided under Civil Service Commission MC No. 1, series 1997 and such other issuances that may henceforth be issued.



4.1.2 Policies

4.1.2.1 Hereunder are the minimum qualification standards for appointment to faculty positions/ranks provided under Civil Service Commission MC No. 10 s. 2012 pursuant to CMO No. 40, s. 2008 and CMO No. 30, s. 2009

CSC MC No. 10, s. 2012 pursuant to CMO No. 40, s. 2008 and CMO No. 30, s. 2009 and CSC MC No. 1, s. 1997	
<b>INSTRUCTORS I to II</b>	
Education	Relevant Master's degree
Experience	None required
Training	None required
Eligibility	None Required RA 1080 (for courses requiring BAR or BOARD eligibility)
<b>INSTRUCTOR III</b>	
Education	Relevant Master's degree
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	None Required RA 1080 (for courses requiring BAR or BOARD eligibility)
<b>ASSISTANT PROFESSORS I to III</b>	
Education	Relevant Master's degree
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	None Required RA 1080 (for courses requiring BAR or BOARD eligibility)
<b>ASSISTANT PROFESSOR IV</b>	
Education	Relevant Master's degree
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	None Required RA 1080 (for courses requiring BAR or BOARD eligibility)
<b>ASSOCIATE PROFESSORS I to III</b>	
Education	Relevant Master's degree
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	None Required RA 1080 (for courses requiring BAR or BOARD eligibility)
<b>ASSOCIATE PROFESSORS IV to V</b>	
Education	Relevant Master's degree
Experience	3 years of relevant experience

Training	16 hours of relevant training
Eligibility	None Required RA 1080 (for courses requiring BAR or BOARD eligibility)
<b>PROFESSOR I</b>	
Education	Relevant Master's degree
Experience	4 years of relevant experience
Training	24 hours of relevant training
Eligibility	None Required RA 1080 (for courses requiring BAR or BOARD eligibility)
<b>PROFESSORS II to III</b>	
Education	Relevant Master's degree
Experience	5 years of relevant experience
Training	32 hours of relevant training
Eligibility	None Required RA 1080 (for courses requiring BAR or BOARD eligibility)
<b>PROFESSOR IV to VI</b>	
Education	Relevant Doctorate Degree
Experience	5 years of relevant experience
Training	32 hours of relevant training
Eligibility	None Required RA 1080 (for courses requiring BAR or BOARD eligibility)
<b>COLLEGE/UNIVERSITY PROFESSOR</b>	
Education	Relevant Doctorate Degree
Experience	5 years of relevant experience
Training	32 hours of relevant training
Eligibility	None Required RA 1080 (for courses requiring BAR or BOARD eligibility)

4.1.2.2 The National Budget Circular pertaining to compensation and position classification plan for faculty positions in SUCs shall govern the compensation and position classification of faculty positions in SUCs.

4.2 RECRUITMENT, SELECTION AND APPOINTMENT

4.2.1 RECRUITMENT AND APPOINTMENT

4.2.1.1 General Policy

The SUC through its governing board, shall establish its own internal policies, procedures and guidelines for the recruitment and

appointment of faculty members, which shall be submitted to the CSC for approval.

The established University policies and procedures on recruitment and appointment of faculty shall be in accordance with the following policies and procedures.

#### **4.2.1.2 Policies**

- Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank.
- Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in the University.
- Vacant positions marked for filling shall be published in accordance with Republic Act No. 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the SUC for at least ten (10) calendar days and should be sent to other educational institutions within the region to inform other interested people. Other appropriate modes of publication shall be considered.

The filling of vacant position in the SUC shall be made after ten (10) calendar days from their publication.

The publication of a particular vacant position shall be valid until filled but not beyond six (6) months reckoned from the date the vacant position was published.

In the issuance of appointments, the requirement for publication is deemed complied with if the process of application and screening started within six (6) months from publication and if the vacancy is filled not later than nine (9) months from the date of publication.

Should no appointment be issued within the nine (9) month period, the agency has to cause the re-publication of the vacant position.

- If a faculty member is appointed as SUC President, he/she retains his/her faculty rank.
- The status of appointment for the members of the faculty are the following:

- **Permanent** appointment shall be issued to a person who meets the qualification standards, established for the faculty rank, and who shall have successfully completed the probationary period. The SUC, through its governing board, shall determine the probationary period for original appointment in each rank, unless the Charter provides otherwise.

The probationary period may be from 6 months to 2 years, whichever is approved by the SUC governing board.

- **Temporary** appointment shall be issued to a person who does not meet the education, training or experience requirements of the position to which he/she is being appointed not exceeding one school year.

Appointees under temporary status do not have security of tenure and may be separated from the service, with or without cause. As such, they shall not be considered illegally terminated and hence, not entitled to claim back wages and/or salaries and reinstatement to their positions.

The employment of services of appointees under temporary status may be terminated without necessarily being replaced by another. Temporary appointees may also be replaced within the twelve-month period by qualified eligible or even by non-eligibles.

A 30-day written notice signed by the appointing authority shall be given to the temporary appointee prior to termination of service/removal or replacement.

- A **Contractual** appointment may be issued to a faculty member when the exigency of the service requires, subject to existing policies. Such appointment is for a limited period not to exceed one school year. The appointing authority shall indicate the inclusive period covered by the appointment for crediting services.

A contractual appointment should not be confused with contract of service since the service under the latter is not considered as government service. Contract of service does not give rise to employer-employee relationship between the

individual and government, which is not true with contractual appointment.

- A **Part-time** appointment may be issued to a regular plantilla position, either as permanent, if the requirements of the position are met, or as temporary, if one of the requirements is not met.

Part-time appointment to a regular plantilla position is different from part-time teaching covered by a contract of service or a job order. The former is submitted to the CSC as it involves appointment to a regular plantilla position, only that the work is part-time.

Service under a part-time appointment is government service and forms part of the faculty member's service record.

On the other hand, part-time teaching covered a contract of service or a job order does not give rise to employer-employee relationship between the SUC and the person hired, and it is stipulated in the contract of service or a job order is not entitled to benefits enjoyed by government employees.

#### 4.2.1.3 Procedure

The University shall recruit and appoint its faculty in accordance with the following procedure:

- Publish vacant positions in accordance with RA 7041 (Publication Law) for transparency. The published vacant positions shall also be posted in at least three (3) conspicuous places in the SUC for at least ten (10) calendar days and should be sent to other educational institutions within the region for the information of other people who may be interested in them. Other appropriate modes of publication shall be considered. Men and women shall be encouraged to apply.
- The University shall create a "Personnel Selection Board" herein referred to as the PSB, modified pursuant to Resolution No. 047-455-14 adopted by the Board of Regents during its meeting held on June 20, 2014. The body shall assist the University/College President in selecting applicants or candidates for recommendation to the governing board, who

shall confirm the appointment of faculty members to the positions/ranks.

- Pursuant to Resolution No. 047-455-14 adopted by the Board of Regents during its meeting held on June 20, 2014, the modified URS Personnel Selection Board for faculty and staff members is hereby created to be composed of the following:

Chair for Staff Members/Vice-Chair for Faculty  
Vice-President for Administration and Finance

Chair for Faculty/Vice-Chair for Staff Members  
Vice President for Academic Affairs

Members:

Vice President for Research, Development, Extension &  
Production

Director, Administrative Services

Representative, Faculty Federation

Two representatives from the Employee or Staff  
Association

Campus Director/Unit Head and the Immediate Supervisor  
of the employee who are considered for ranking

Secretariat:

Human Resource Management Officer

The Human Resource Management (HRM) Officer as the PSB Secretariat, shall continuously make an inventory of all vacant positions and coordinate with the department chairman/head in determining qualified insiders who may be considered for appointment. He/She shall keep records of the proceedings of the PSB and maintain all records or documents, keeping them in readiness for inspection and audit by the Civil Service Commission.

- The PSB shall make the activities and decisions as transparent as possible.
- The HRMO shall list candidates aspiring for the vacant position, either from within or outside the University.

- The HRMO shall conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as written examination, skills test, interview and others. After which, a selection line-up shall be prepared and posted in three (3) conspicuous places in the SUC for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
- The HRMO shall notify all applicants of the outcome of the preliminary evaluation.
- The HRMO shall submit the selection line-up to the PSB for its deliberation en banc.
- The PSB shall make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level or positions, evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
- The PSB shall submit a comprehensive evaluation report of all the candidates screened for appointment so that the appointing authority will be guided in choosing the one who can efficiently perform the duties and responsibilities of the position to be filled. This evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidate's competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidate's preference of assignment should be mentioned in the report.

The evaluation report should specify the top five ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment in terms of performance, education and training, experience and outstanding accomplishments, and other relevant criteria.

- The governing board or the President, as the case may be, shall assess the merits of the PSB's evaluation report of candidates screened for appointment and in the exercise of sound discretion, select, in so far as practicable, from among



the top five ranking candidates deemed most qualified for appointment to the vacant position.

The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment.

To determine candidates who are comparatively at par, the PSB shall set reasonable differences or gaps between point scores of candidates for appointment.

- The governing board or the SUC President, as the case may be, shall issue the appointment in accordance with the provisions of the SUC's Merit Selection Plan as approved by the governing board, and submitted to the CSC.
- The HRMO shall post a notice announcing the appointment of an employee in three (3) conspicuous places in the University a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.
- For upgrading of rank, the criteria and procedure for evaluation provided in the National Budget Circular No. 461 pertaining to compensation and position classification plan for faculty positions in SUCs shall be followed.

## **4.2.2 PROMOTION**

### **4.2.2.1 Policies**

- A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training, and scholarship grants) of the position, including performance rating of at least Very Satisfactory during the last two (2) rating periods.
- In case//s where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists.
- The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.

- Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
- Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.
- A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion.

For this purpose, the performance ratings to be considered shall be the two ratings immediately prior to the scholarship or training grant for maternity leave or secondment.

If promoted, the effectivity date of the promotional appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

#### **4.2.2 Procedure**

Promotion shall be based on the following procedure:

- 4.2.2.1 The HRMO or a duly authorized representative of the SUC upon approval of the President/Governing Board shall cause the publication and posting of all vacant positions or ranks to be filled;
- 4.2.2.2 The PSB shall evaluate the candidates' credentials or documents submitted to it by the HRMO of the SUC or its duly authorized representative and submit a comprehensive evaluation report of candidates screened for promotion through the HRMO;
- 4.2.2.3 All promotional appointments including the upgrading/reclassification of positions/ranks, shall be posted in conspicuous places throughout the SUC to enable aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification.

## **4.3 CAREER AND PERSONNEL DEVELOPMENT**

### **4.3.1 General Policy**

The University shall develop a career and personnel development program for faculty members which shall include provisions on training, including foreign and local scholarships and training grants, job rotation, counseling, mentoring and other HRD interventions.

The career and personnel development program shall form part of the University merit system.

### **4.3.2 HUMAN RESOURCE DEVELOPMENT INTERVENTIONS**

To achieve the main objective of the SUC's personnel development program in bringing about highly educated and professional faculty members, the following policies are promulgated:

#### **4.3.2.1 Policies**

- The University shall develop and implement a continuing program of training and development of its faculty members.
- The University shall encourage its faculty members to pursue relevant local and foreign-assigned training/scholarship grants, attend seminars, conferences, workshops or related human resource development courses.
- Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.
- Preference shall be given to candidates with permanent appointment.
- The University may adopt other human resource development interventions such as the following:
  - Counseling – entails one-on-one close interaction between a faculty member and a supervisor to jointly look at problems besetting him/her, which affect his/her performance and relationships with others. It is used generally as corrective approach in helping an employee overcome his/her problem, which may be either personal or work-related.

- Mentoring – a mechanism that guides a faculty member to the inner network of the SUC, which may assist him/her in career advancement. It involves a manager's investment on a high potential faculty member, providing an objective assessment of one's strength and weaknesses and ensuring opportunities to address them. This mechanism allows the faculty member to clarify "ambiguous" expectations of the SUC and facilitates career growth.
- Job Rotation – the sequential or reciprocal movement of a faculty member from one office to another or from one division to another within the same SUC as a means for developing and enhancing his/her potentials in an organization by being exposed to the various functions of the SUC.

The duration of the job rotation shall be within the period prescribed by the SUC head but shall not exceed twelve (12) months.

#### **4.3.2.2 Procedure**

Career and personnel development shall be based on the following procedure:

- The University shall create a "Faculty and Staff Development Committee (FSDC)" to be composed of the Vice-President for Academic Affairs as Chair; Vice-President for Administration & Finance as Vice-Chair; President of Faculty Federation, as member; Dean or unit heads where the field of grant/scholarship/training occurs, as member; and, the HRMO as Secretary.

The term of its member shall be two (2) years. This Committee shall formulate its own rules of approval by the President subject to established CHED, CSC and SUC policies. Its main function shall be that of selecting and recommending those who should attend specific training programs conducted by the SUC or by government agencies or duly accredited non-governmental organization, local or foreign.

- Each College Dean head shall determine the training needs of his/her faculty members through training needs analysis in accordance with organizational priorities. He/She shall submit annually to the President, through the FSDC, his/her plan embodying the kind of training

programs and the names of those who shall attend such program.

- The FSDC, through the HRMO, shall notify all faculty members concerned about the study grants and scheduled seminars/conferences or workshop and invite qualified faculty members to avail of such program.
- The participant or recipient of a training grant/scholarship agreement, in accordance with existing rules and regulations, shall submit a report on the prescribed form on the training he/she has received and report of activities for entry in his/her personnel files. The trainee shall also be given the opportunity to share with his/her colleagues what he/she has learned.

## **MERIT SELECTION PLAN FOR STAFF**

Pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292) CSC Memorandum Circular No. 3, s. 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum Circular No. 38, s. 1988, as further amended by CSC Memorandum No. 40, s. 1998, CSC Memorandum Circular No. 15, s. 1999, CSC Memorandum Circular No. 8, s. 1999, and CSC Memorandum Circular No. 03, s. 2001, and as per Board of Regents Resolution No. 012-120-04 the Merit Selection Plan (MSP) for Staff is hereby established for the guidance of all concerned.

### **1. BASIC POLICIES**

- 1.1 Selection of employees for appointment in the government service shall be open to all qualified men and women according to the principle of merit and fitness.

There shall be equal employment opportunity for men and women at all levels of position in the University, provided they meet the minimum requirements of the position to be filled.

- 1.2 The Merit Selection Plan shall cover positions in the first, second and third levels and shall also include original appointments and other related personnel actions.

There shall be no discrimination in the selection and promotion of employees on account of sex, civil status, disability, religion, ethnicity, or political affiliation.

- 1.3 When a position in the first, second or third level becomes vacant, applicants for employment who are competent, qualified and possess appropriate civil service eligibility shall be considered for permanent appointment.
- 1.4 Vacant positions marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in every campus of the University for at least ten (10) calendar days. Other appropriate modes of publication shall be considered.

Filling of vacant positions shall be made after ten (10) calendar days from their publication. The publication of a particular vacant position shall be valid until filled up but not to extend beyond six (6) months reckoned from the date the vacant position was published.

- 1.5 The following positions are exempted from the publication:
- 1.5.1 Primarily confidential positions;
  - 1.5.2 Positions which are policy determining;
  - 1.5.3 Highly technical positions;
  - 1.5.4 Other non-career positions;
  - 1.5.5 Positions to be filled by existing regular employees in the agency in case of reorganization.
- 1.6 Pursuant to Resolution No. 047-455-14 adopted by the Board of Regents during its meeting held on June 20, 2014, the modified URS Personnel Selection Board for faculty and staff members is hereby created to be composed of the following:

Chair for Staff Members/Vice-Chair for Faculty  
Vice-President for Administration and Finance

Chair for Faculty/Vice-Chair for Staff Members  
Vice President for Academic Affairs

Members:

Vice President for Research, Development, Extension & Production  
Director, Administrative Services

Representative, Faculty Federation

Two representatives from the Employee or Staff Association

Campus Director/Unit Head and the Immediate Supervisor of the employee who are considered for ranking

Secretariat:

Human Resource Management Officer

- 1.7 The PSB members shall undergo orientation and workshop on the selection/promotion process and the CSC policies on appointments.
- 1.8 All candidates for appointment to first and second level positions shall be screened by the PSB.
- 1.9 The University President, as far as practicable, ensure equal opportunity for men and women to be represented in the PSB for all levels.
- 1.10 For vacancies in the first and second levels, all qualified next-in-rank employees shall be automatically considered candidates for promotion to the next higher position.
- 1.11 The PSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the PSB may employ the assistance of external or independent resource person and may initiate innovative schemes in determining the best and qualified candidate.
- 1.12 The University President shall assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the top five ranking applicants deemed most qualified for appointment to the vacant position.
- 1.13 The University President may appoint an applicant who is not next-in-rank but possesses superior qualification and competence, and has undergone selection process.
- 1.14 The comparative competence and qualification of candidates for appointment shall be determined on the basis of Attachment "A"
  - 1.14.1 Performance
    - 1.14.1.1 For appointment by promotion, the performance rating of the appointee for the last rating period prior to the effectivity date of the appointment should be at least very satisfactory.
    - 1.14.1.2 For appointment by transfer, the performance rating for the last rating period immediately preceding the transfer from the former office or agency should be at least very satisfactory.
  - 1.14.2 Education and Training
  - 1.14.3 Experience and Outstanding Accomplishment



1.14.4 Psychological Attributes and Personality Traits

1.14.5 Potential

- 1.15 An employee may be promoted or transferred to a position which is more than three (3) salary, pay or job grade higher than the employee's present position except in very meritorious cases, such as: if the vacant position is next-in-rank as identified in the System of Ranking Positions (SRP) approved by the University President, or the lone or entrance position indicated in the University staffing pattern.
- 1.16 An employee should have rendered at least very satisfactory service for the last rating period in the present position before being considered for promotion.
- 1.17 An employee who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion.
- For this purpose, performance rating to be considered shall be the rating immediately prior to the scholarship or training grant or maternity leave. If promoted, the effectivity date of the promotional appointment shall be the assumption to duty.
- 1.18 Promotion within six (6) months prior to compulsory retirement shall not be allowed except otherwise provided by law.
- 1.19 A notice announcing the appointment of an employee shall be posted in three (3) conspicuous places in every campus of the University a day after the issuance of the appointment for at least fifteen (15) calendar days.
- 1.20 The approved University Merit Selection Plan for Staff shall be used as one of the bases for the expeditious approval of appointments, for attestation and accreditation to take final action on appointments.

## 2. OBJECTIVES

It is the policy of the University to strictly adhere to the principles of merit, fitness and equality, the selection or promotion of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position. There shall be no discrimination in the selection or promotion of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation. In this pursuit, the University Merit Selection Plan aims to:

- 2.1 Establish a system that is characterized by strict observance of the merit, fitness and equality principles in the selection of employees for

appointment to positions in the career and non-career service in all levels.

- 2.2 Create equal opportunities for employment to all qualified men and women to enter the government service and for career advancement in the University.

### **3. SCOPE**

This University Merit Selection Plan shall cover career positions in the first and second levels in the University including its external campuses. It may also include non-career positions.

### **4. DEFINITION OF TERMS**

- 4.1 Career Service – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based highly technical qualification; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- 4.2 Comparatively at par – predetermined reasonable difference or gap between point scores of candidates for appointment established by the Personnel Selection Board (PSB).
- 4.3 Deep Selection – the process of selecting a candidate for appointment who is not next-in-rank but possesses superior qualifications and competence.
- 4.4 Discrimination – is a situation wherein a qualified applicant is not included in the selection line-up on account of gender, civil status, pregnancy, disability, religion, ethnicity, or political affiliation.
- 4.5 First Level Positions – shall include clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory capacity.
- 4.6 Hiring Quota – is the pre-determined ratio of applicants for appointment to ensure that one gender does not fall short of the desired percentage of the selection rate for the other gender in the equivalent positions at every level, provided they meet the minimum requirement of the position.
- 4.7 Job Requirement – requisites not limited to the qualification standards of the position, but may include skills, competencies, potential, physical and

psycho-social attributes necessary for the successful performance of the duties required of the position.

- 4.8 Next-In-Rank Position – refers to a position which by reason of the hierarchical arrangement of the positions in the agency or in the government is determined to be in the nearest degree of relationship to a higher position as contained in the University's System of Ranking Positions (SRP).
- 4.9 Non-Career Service – positions expressly declared by law to be in the non-career service; or those whose entrance in the service is characterized by (1) entrance on bases other than those of the usual tests of merit and fitness utilized for the career service; and (2) tenure which is limited to the duration of a particular project for which purpose employment was made.
- 4.10 Personnel Actions – any action denoting the movement or progress of personnel in the civil service such as original appointment, promotion, transfer, reinstatement, reemployment, detail, reassignment, secondment, and demotion.
- 4.11 Promotion – is the advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in salary.
- 4.12 Psycho-social Attributes – refer to the characteristics or traits of a person which involved both psychological and social aspects. Psychological includes the way he/she perceived things, ideas, beliefs and understanding and how he/she acts and relates these things to others and in social situations.
- 4.13 Qualification Standards – is a statement of the minimum qualifications for a position which shall include education, experience, training, civil service eligibility, and physical characteristics and personality traits required in the performance of the job.
- 4.14 Qualified-Next-In-Rank – refers to an employee appointed on a permanent status to a position next-in-rank to the vacancy as reflected in the SRP approved by the University President and who meets the requirements for appointment to the next higher position.
- 4.15 Second Level Positions – involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division level or its equivalent.

- 4.16 Selection – is the systematic method of determining the merit and fitness of a person on the basis of qualifications and ability to perform the duties and responsibilities of the position.
- 4.17 Selection Line-up – is a listing of qualified and competent applicants for consideration to a vacancy which includes, but not limited to, the comparative information, of their education, experience, training, civil service eligibility, performance rating (if applicable), relevant work accomplishments, physical characteristics, psycho-social attributes, personality traits and potential.
- 4.18 Superior Qualifications – shall mean outstanding relevant work accomplishment, educational attainment and training appropriate for the position to be filled. It shall include demonstration of exceptional job mastery and potential in major areas of responsibility.
- 4.19 System of Ranking Positions – is the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following:
  - 4.19.1 organizational structure;
  - 4.19.2 salary grade allocation;
  - 4.19.3 classification and functional relationship of positions; and
  - 4.19.4 geographical location

## 5. PROCEDURE

The University shall appoint or promote staff members according to the following procedure:

- 5.1 Publish the vacant position in the CSC bulletin of vacant position or through other mode of publication and post the same in three (3) conspicuous places in every campus of the University for at least ten (10) calendar days. Men and women shall be encouraged to apply.

Vacant positions which are not filled within six (6) months should be re-published.

The following positions are exempted from the publication requirement;

- 5.1.1 Primary confidential position;
- 5.1.2 Positions which are policy determining;
- 5.1.3 Highly technical positions;

- 5.1.4 Other non-career positions;
- 5.1.5 Positions to be filled by existing regular employees in the University in case of reorganization.
- 5.2 List candidates aspiring for the vacant position, either from within or outside of the University, including qualified next-in-rank employee. In the process, the following should be considered:
  - 5.2.1 The pre-determined ratio of applicants for appointment or hiring quota;
  - 5.2.2 An employee may be promoted or transferred to a position which is not more than three (3) salary pay, or job grades higher than the employee's present position except, in very meritorious cases, such as, if the vacant position is next-in-rank as identified in the SRP approved by the University President, or the lone or entrance position indicated in the University staffing pattern;
  - 5.2.3 An employee who is on local or foreign scholarship or training grant or on maternity leave may be considered for promotion;  
  
For this purpose, performance rating to be considered shall be the rating immediately prior to or after the scholarship or training grant or maternity leave.  
  
If promoted, the effectivity date of the promotional appointment shall be after the scholarship or training grant or maternity leave.
  - 5.2.4 Promotion within six (6) months prior to compulsory retirement shall not be allowed except otherwise provided by law.
- 5.3 Conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as; written examination, skills test, interview and others. After which, selection line-up shall be prepared and posted in three (3) conspicuous places in every campus of the University for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.

The selection line-up shall reflect the comparative competence and qualification of candidates on the basis of:

5.3.1 Performance

- 5.3.1.1 For appointment by promotion, the performance rating of the appointee for the last rating period prior to the effectivity date of the appointment should be at least very satisfactory.

- 5.3.1.2 For appointment by transfer, the performance rating for the last rating period immediately preceding the transfer from the former office or agency should be at least very satisfactory.
- 5.3.2 Education and Training – include educational background, successful completion of training courses accredited by the Civil Service Commission, scholarships, training grants, and others, which must be relevant to the duties of the position to be filled.
- 5.3.3 Experience and Outstanding Accomplishments – include occupational history, relevant work experience acquitted either from the government or private sector, and accomplishment worthy of special commendation.
- 5.3.4 Psychological Attributes and Personality Traits – refer to the characteristics of traits of a person which involved both psychological and social aspects. Psychological includes the way he/she perceives things, ideas, beliefs, and understanding and how he/she acts and relates these things to others and in social situations.
- 5.3.5 Potential – refers to the capacity and ability of a candidate to assume the duties of the position to be filled and those of higher or more responsible positions.
- 5.4 Notify all applicants of the outcome of the preliminary evaluation.
- 5.5 Submit the selection line-up to the PSB for deliberation en banc.
- 5.6 Make a systematic assessment of the competence and qualifications and evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
- 5.7 Submit list of candidates recommended for appointment from which the University President shall choose the applicant to be appointed.

This list of recommended candidates should specify the top five ranking candidates whose overall point scores are comparatively at par based on the comparative assessment under Procedure 3 thereof.
- 5.8 Assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable, from among top five ranking applicants deemed most qualified for appointment to the vacant position.

The top five ranking candidates, however, should be limited to those whose overall point scores are comparatively at par based on the comparative assessment under Procedure 3 thereof.

To determine candidates who are comparatively at par, the FSB shall set reasonable differences or gaps between point scores of candidates for appointment.

- 5.9 Issue appointment in accordance with the provisions of the University Merit Selection Plan.
- 5.10 Post a notice announcing the appointment of an employee in three (3) conspicuous places in the SUC a day after the issuance of the appointment for at least fifteen (15) days. The date of posting should be indicated in the notice.

**6. GRIEVANCE**

- 6.1 A qualified next-in-rank employee may present the grievance with the grievance committee under the following conditions:
  - 6.1.1 Non-compliance with the selection process;
  - 6.1.2 Discrimination on account of sex, civil status, disability, pregnancy, religion, ethnicity or political affiliation;
  - 6.1.3 Disqualification of applicant to a career position for reason of lack of confidence of the appointing authority; and
  - 6.1.4 Other violation of the provisions of this Merit Promotion Plan.

**7. COMPOSITION OF PERSONNEL SELECTION BOARD (PSB)**

Pursuant to Resolution No. 047-455-14 adopted by the Board of Regents during its meeting held on June 20, 2014, the modified URS Personnel Selection Board for faculty and staff members is hereby created to be composed of the following:

Chair for Staff Members/Vice-Chair for Faculty  
Vice-President for Administration and Finance

Chair for Faculty/Vice-Chair for Staff Members  
Vice President for Academic Affairs

Members:

Vice President for Research, Development, Extension & Production

Director, Administrative Services  
Representative, Faculty Federation  
Two representatives from the Employee or Staff Association  
Campus Director/Unit Head and the Immediate Supervisor of the  
employee who are considered for ranking

Secretariat:

Human Resource Management Officer

## **8. FUNCTIONS AND RESPONSIBILITIES**

### **8.1 The University President**

- 8.1.1 Establish a Personnel Selection Board and see to it that all PSB members undergo orientation and workshop on the selection/promotion process and CSC policies on appointments. The University President shall, as far as practicable, ensure equal opportunity for men and women to be represented in the PSB for all levels;
- 8.1.2 Assess the merits of the PSB's recommendation for appointment and in the exercise of sound discretion, select, in so far as practicable, from among the following:
  - 8.1.2.1 Top five ranking applicants deemed most qualified to the vacant position;
  - 8.1.2.2 Applicants who have undergone deep selection and found to possess superior qualifications; and
- 8.1.3 Issue appointments in accordance with the provisions of the University Merit Selection Plan.

### **8.2 The Personnel Selection Board**

- 8.2.1 Disseminate copies of the University Merit Selection Plan and its annexes to all University personnel after approval thereof by the Civil Service Commission. An orientation shall also be conducted by the PSB for Staff Members within six (6) months upon approval of the MSP. This orientation is meant to ensure awareness and understanding of the Plan. A report on the same shall be submitted to the Civil Service Commission-Rizal Field Office for record purposes;



- 8.2.2 Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
  - 8.2.2.1 Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
  - 8.2.2.2 Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position;
- 8.2.3 Disseminate screening procedure and criteria for selection to all University officials and employees and interested applicant. Any modification on the procedure and criteria for selection shall likewise be properly disseminated;
- 8.2.4 Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates. Towards this end, the PSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;
- 8.2.5 Evaluate and deliberate en banc the qualifications of those listed in the selection line-up;
- 8.2.6 Submit the list of candidates recommended for appointment from which the University President shall choose the applicant to be appointed;

The list of the recommended candidates should specify the top five (5) ranking candidates whose over-all point scores are comparatively at par based on the comparative assessment under Procedure 3 thereof;
- 8.2.7 Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC; and
- 8.2.8 Orient the officials and employees in the University pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Promotion Plan.

### 8.3 The Human Resource Management Officer

- 8.3.1 Develop a System of Ranking Positions which will be submitted for approval of the University President, copy furnished the Civil Service Commission Regional Office No. IV and Rizal Field Office for reference purposes;
- 8.3.2 Develop a plan which shall set forth the number, knowledge and skills of personnel needed to achieve the organization's goals, objectives and programs;
- 8.3.3 Develop and maintain an updated qualification database of employees of the University to include education, training, experience, skills and competencies and other similar information;
- 8.3.4 Develop a program to fast track the career movement of employees with superior qualifications;
- 8.3.5 Publish vacant positions in the CSC Bulletin of Vacant Position or through other mode of publication and post the same in three (3) conspicuous places in every campus of the University for at least ten (10) calendar days;
- 8.3.6 Prepare list of candidates aspiring for the vacant position either from within or outside of the University, including qualified next-in-rank employees within fifteen (15) days from completion of the preliminary evaluation. In the process, the following should be considered:
  - 8.3.6.1 The pre-determined ratio of applicants for appointment or hiring quota.
  - 8.3.6.2 An employee maybe promoted or transferred to a position which is not more than three (3) salary, pay or job grades higher than the employee's present position except, in very meritorious cases, such as, if the vacant position is next-in-rank as identified in the SRP approved by the University President, or the lone or entrance position indicated in the agency staffing pattern.
  - 8.3.6.3 An employee who is on local or foreign scholarship or training grant or pregnant or on maternity leave may be considered for promotion

For this purpose, the performance ratings to be considered shall be the ratings immediately prior to or after the scholarship or training grant or maternity leave.

If promoted, the effectivity date of the promotional appointment shall be after the scholarship or training grant or maternity leave.

Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

8.3.7 Conduct preliminary evaluation of the qualification of all candidates. Those initially found qualified shall undergo further assessment such as: written examination; skills test; interview and others. After which, selection line-up shall be prepared and posted in three (3) conspicuous places in every campus of the University for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice; and,

8.3.8 Notify all applicants of the outcome of the preliminary evaluation.

8.4 The University Employees

All University employees shall be responsible for updating their Personal Data Sheet (Form 212) annually, and submit the same, including supporting documents to the HRMO.

**I. EFFECTIVITY**

The University Merit Selection Plan and subsequent amendments thereto shall take effect immediately after the approval by the Civil Service Commission.

**II. COMMITMENT**

I hereby commit to implement and abide by the provisions of this University Merit Selection Plan. It is understood that this MSP shall be the basis for expeditious approval of appointments.

**MARITA R. CANAPI, Ed.D.**  
University President

\_\_\_\_\_  
Date

APPROVED BY:

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Regional Director, CSC Region IV

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## **PROPOSED UNIVERSITY OF RIZAL SYSTEM STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)**

Pursuant to the provisions of CSC Resolution No. 1200481 dated March 16, 2012, CSC Memorandum Circular No. 6 dated March 19, 2012, the Guidelines in Establishment and Implementation of Agency SPMS is hereby established for the guidance of all concerned.

### **1. INTRODUCTION**

A major challenge in an organization is how to get the most out of its resources specifically from its human resources. Being the most valuable assets, their actions are vital in the attainment of the organizational vision and mission. In a higher educational institution, it is imperative that its programs are in consonance with the national development goals as well as with the agency.

Therefore, the need to establish a system that ensures not only the quality of performance, but also interrelations of accomplished outputs and outcomes which flowed from its vision and mandate.

While policies and systems on performance for faculty and staff members of the University of Rizal System have long been in place, it must give way to various strategic shifts such as the strategic performance management system which puts emphasis on major final outputs and outcomes, use of success indicators (measures and targets) in measuring results, and the interventions in development planning.

### **2. BACKGROUND**

The Civil Service Commission in its effort to objectively measure performance mandated all government agencies to adopt the Revised Performance Evaluation System under CSC MC No. 19, s. 1999. Specifically, the system was intended to measure individual performance of all officials and employees. While, Memorandum Circular No. 07, s. 2007 requiring government agencies to establishment the Performance Management System-Office Performance Evaluation System (PMS-OPES). The system aimed to measure outputs of each office, using OPES reference table.

The past performance evaluation and appraisal systems which have also been adapted by URS and implemented over the years have largely focused only on individual appraisals, which were used in personnel actions such as incentives, promotion, and separation. But they have not shown how employee performance has contributed to or hindered organizational effectiveness.

The gaps and weaknesses found in previous performance evaluation systems, the Civil Service Commission through the CSC Resolution No. 1200481 dated March 16, 2012 as issued under CSC Memorandum Circular No. 6, s. 2012 directs all government agencies to establish and implement **Strategic Performance Management System (SPMS)** based from the issued Administrative Order No. 25 dated December 21, 2011

in consonance with Executive Order (EO) No. 80, s. 2012 which is aimed to strengthen performance, monitoring and appraisal system. The SPMS incorporates the positive features of past initiatives.

### 3. URS SPMS CONCEPT

The University of Rizal System with its vision to be the leading University in human resource development, knowledge and technology generation and environmental stewardship and committed to nurture and produce upright and competent graduates and empowered community through relevant and sustainable higher professional and technical instruction, research, extension and production services will only be realized through the efforts of the academic and administrative personnel.

Translating the vision and mission of the University, URS Strategic Plans, Road Maps and Organization Performance Indicator Framework were established to cascade it to a more specific functions to be performed by various divisions, offices and units in the University.

To be able to identify the organizational effectiveness, a more comprehensive system of evaluating the performance should be established. Thus, understanding the importance of concretizing the linkage of organizational performance to individual performance, the URS Strategic Performance Management System is established.

#### 3.1 OBJECTIVES:

The core objective of the SPMS is to provide the means through which better results can be realized from the organization, colleges, offices and individuals by managing performance. Specifically, the objectives of the SPMS are the following;

- 3.1.1 Concretize the linkage of organizational performance with the Philippine Development Plan, the Organizational Performance Indicator Framework, the University Strategic Plan;
- 3.1.2 Ensure organizational effectiveness and improvement of individual faculty and employee efficiency by cascading institutional accountabilities to the various levels of the organization anchored on the establishment of rational and factual basis for performance targets and measures;
- 3.1.3 Link performance management with other HR systems and ensure adherence to the principle of performance-based tenure and incentive system;
- 3.1.4 Improve office and individual performance through systematic approach via an ongoing process of establishing strategic

performance objectives, measuring performance, and collecting, analyzing, reviewing, and reporting performance data; and,

- 3.1.5 Align individual and office performance with the organization's strategic goals/ vision putting premium on performance results of the organization.

### **3.2 ENABLING MECHANISMS**

- 3.2.1 URS Program on Awards and Incentives for Service Excellence (URS PRAISE) implementation for the exemplary work performances of faculty and staff members as a form of reward system;
- 3.2.2 Merit Selection Plan both for faculty and non-teaching staff that facilitate objective system of selecting and promoting the most qualified and deserving faculty and staff members;
- 3.2.3 Job Analysis that determines the worth of a specific job or position contributory to the realization of the vision, mission, goals and objectives of the University;
- 3.2.4 Training Needs Analysis that determines necessary human resource interventions to address competency gaps and continuous career development of faculty and staff members;
- 3.2.5 URS Strategic Human Resource Plan that provides effective and efficient roadmaps in recruiting, retaining, rewarding and retirement of faculty and staff members;
- 3.2.6 Institutionalized coaching and mentoring program; and,
- 3.2.7 Policy review and formulation;

### **3.3 SCOPE**

The URS SPMS as an instrument that aligns the individual performances of faculty and staff members with the URS strategic goals and objectives covers the rational, factual and objective performance targets and measures in the academic affairs, research development and production and in administrative and finance services.

URS strategic goals and objectives cascading to the performance of faculty members in the Academic Affairs cover the targets and measures in Instruction, Research Development, Extension and Production, while, Administrative and Finance Services provide targets and measures administrative, auxiliary and support services to operation.

### **3.4 KEY PLAYERS:**

To facilitate the attainment of the URS SPMS objectives, the URS SPMS Key Players is hereby created with its duties and responsibilities through the Office Memorandum No. 72, s. 06-2013 dated June 28, 2013

#### **3.4.1 SPMS Champion: President**

Duties and Functions:

- 3.4.1.1 Establishes and implements SPMS;
- 3.4.1.2 Sets agency performance goals/ objectives and performance measures;
- 3.4.1.3 Determines agency target setting period;
- 3.4.1.4 Approves office performance commitment and rating; and,
- 3.4.1.5 Assesses performance of offices.

#### **3.4.2 Performance Management Team:**

- **PMT for Non-Teaching Staff:**

- Vice President for Administration and Finance
- Head, Planning, Monitoring and Evaluation
- Director, Administrative Services
- Director, Finance Services
- Employees Association Presidents
- University Human Resource Management Officer
- Head of Office/Unit

- **PMT for Faculty:**

- Vice President for Academic Affairs
- Campus Directors
- Head, Planning, Monitoring and Evaluation
- Director, Administrative Services
- Director, Finance Services
- Faculty Association President
- University Human Resource Management Officer
- Dean

Duties and Functions:

- 3.4.2.1 Sets consultation meeting of all heads of offices for the purpose of discussing the targets set in the Office Performance Commitment and Review form;



- 3.4.2.2 Ensures that office performance targets and measures, as well as the budget are aligned with those of the University and that work distribution of offices/ units is rationalized;
- 3.4.2.3 Recommends approval of the Office Performance Commitment and Review to the University President;
- 3.4.2.4 Acts as appeals body and final arbiter for performance management issues of the agency;
- 3.4.2.5 Identifies potential top performers and provide inputs to the URS PRAISE Committee for grant of awards and incentives; and,
- 3.4.2.6 Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in case of absence of its members.

### **3.4.3 Planning Officer**

Duties and Functions:

- 3.4.3.1 Monitors submission of Office Performance Commitment and Review Form and schedule the review/ evaluation of Office Commitments by the PMT before the start of a performance period;
- 3.4.3.2 Consolidates reviews, validates and evaluates the initial performance assessment of the Heads of Offices based on reported office accomplishments against the success indicators, and the allotted budget against the actual expenses. The result of the assessment shall be the basis of PMTs recommendation to the President who shall determine the final office rating;
- 3.4.3.3 Conducts a University performance planning and review conference annually for the purpose of discussing the office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices. This shall include participation of the Financial Office as regards to budget utilization;

- 3.4.3.4 Provides each office with the final office assessment to serve as basis of offices in the assessment of individual staff members.

#### **3.4.4 Human Resource Management Officer**

Duties and Functions:

- 3.4.4.1 Monitors submission of Individual Performance Commitment and Review Form by heads of offices;
- 3.4.4.2 Reviews the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the President;
- 3.4.4.3 Provides analytical data on retention, skill/ competency gaps, and talent development plans that align with strategic plans; and,
- 3.4.4.4 Coordinates developmental interventions that will form part of the HR Plan.

#### **3.4.5 Campus Director/ Director for Non-teaching Staff**

Duties and Functions:

- 3.4.5.1 Assumes primary responsibility for performance management in his/her office;
- 3.4.5.2 Conducts strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/ objectives of the organization and submits the Office Performance Commitment and Review Form to the Planning Office;
- 3.4.5.3 Reviews and approves individual employee's Individual Performance Commitment and Review form for submission to the HRM Office before the start of the performance period;
- 3.4.5.4 Submits a quarterly accomplishment report to the Planning Office based on the PMS Calendar;

- 3.4.5.5 Does initial assessment of office's performance using the approved Office Performance Commitment and Review Form;
- 3.4.5.6 Determines final assessment of performance level of the individual employees in his/ her office based on proof of performance;
- 3.4.5.7 Informs employees of the final rating and identifies necessary interventions to employees based on the assessment of developmental needs.
  - Recommends and discusses a development plan with the subordinates who obtain **unsatisfactory** performance during the rating period not later than one (1) month after the end of the said period and prepares written notice/ advice to subordinates that a succeeding unsatisfactory performance shall warrant their separation from the service.
  - Provides preliminary rating to subordinates showing **Poor** performance not earlier than the third month of the rating period. A development plan shall be discussed with the concerned subordinate and issue a written notice that failure to improve their performance shall warrant their separation from the service.

### 3.4.6 Dean/ Office Supervisors

Duties and Functions:

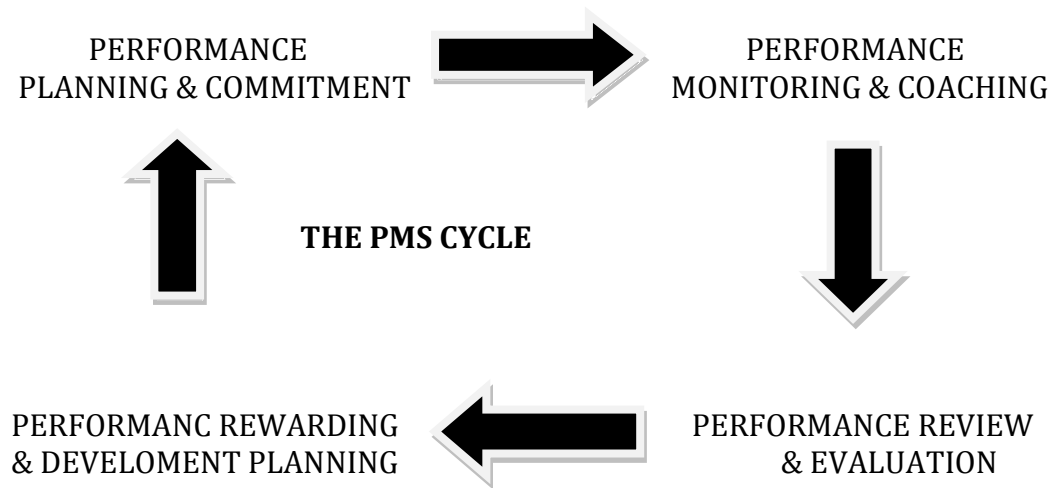
- 3.4.6.1 Assumes joint responsibility with the Campus Director/Director of Office in ensuring attainment of performance objectives and targets;
- 3.4.6.2 Rationalizes distribution of targets/ tasks;
- 3.4.6.3 Monitors closely the status of the performance of their subordinates and provide support and assistance through the conduct of coaching for the attainment of targets set by the Division/ Unit and individual employee;
- 3.4.6.4 Assesses individual employees' performance; and,
- 3.4.6.5 Recommends developmental intervention.

**3.4.7 Individual Faculty/Non-Teaching Staff**

- 3.4.7.1 Acts as partners of management and their co-employees in meeting organizational performance goals.

**4. SPECIFIC PROCEDURES**

The SPMS follows the four-stage performance management cycle framework



**4.1 PERFORMANCE PLANNING AND COMMITMENT**

Performance planning and commitment is done at the start of the rating period where the Campus Directors convene their Deans and faculty; Directors of offices convene their unit heads with their staff members to discuss and agree on the strategic priorities that should be accomplished as output of their office as cascaded from the URS Strategic Goals and Objectives.

During this stage, success indicators are determined. Success indicators are performance level yardsticks consisting of the performance measures and performance targets. This shall serve as bases of offices under Office of the President, Academic Affairs, Research Extension and Production Service, Administrative and Finance Services and other offices.

**4.1.1 PERFORMANCE MEASURES**

These are the yardstick of various offices measured according to the specific functions set by an office in the academic affairs and administrative and finance services. These measures of functions are cascaded to the individual functions of employees in that office.

The University of Rizal System through the University Planning Office shall set the direction for the colleges, various divisions, units and

offices through the identification of strategic plans and priorities, roadmaps and OPIFs as early as \_\_\_\_\_ of the current year for target setting for the next calendar year. This shall serve as the basis in the preparation of Office Performance Commitment and Review (OPCR) and Individual Performance Commitment and Review (IPCR) of faculty and staff members. Administrative and Finance services shall have a midyear (January to June; July to December) target setting and accomplishment while Academic Affairs shall have a semestral period (1<sup>st</sup> and 2<sup>nd</sup> Semester of the Academic Year).

The Performance Management Team (PMT) shall review the Colleges and Offices OPCR and the IPCR for approval of the President to ensure that these are aligned to the URS Strategic Goals and Objectives and budgetary requirements are properly targeted and distributed.

Performance measures shall include any one, combination of, or all of the following general categories whichever is applicable;

CATEGORY	DESCRIPTION
Effectiveness/ Quality	The extent to which actual performance compares with targeted performance The degrees to which objectives are achieved and the extent to which targeted problems are solved. In management, effectiveness relates to getting the right things done
CATEGORY	DESCRIPTION
Efficiency	The extent to which time or resources is used for the intended task or purpose. Measures whether targets are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort
Timeliness	Measures whether the deliverable was done on time based on the requirements of the law and/or clients/ stakeholders. Time related performance indicators evaluate such things as project completion deadlines, time management skills and other time sensitive expectations.

4.1.2 TARGET SETTING

4.1.2.1 Major final outputs arising from the core and support functions of the office shall be indicated as performance targets aside from the office commitments explicitly identified under each strategic priority/ initiative.

Two (2) forms are used for setting the targets – the OPCR of colleges/various offices and the IPCR of each and every faculty/employee.

4.1.2.2 The targets shall take into account any or all of the following:

- Historical Data. *The data shall consider past performance.*

- Benchmarking. *This involves identifying and comparing the best agencies or institutions or units within the agency with similar functions or processes. Benchmarking may also involve recognizing existing standards based on provisions or requirement of the law.*
- Client demand. *This involves bottom-up approach where the Office sets targets based on the needs of the clients. The Office may consult with stakeholders and review the feedback on its services.*
- Top Management Instruction. *The University President may set targets and give special assignments.*
- Future trend. Targets may be based from the results of the comparative analysis of the actual performance of the Office with its potential performance.

4.1.2.3 In setting work targets Cut-off date of every 15<sup>th</sup> of July and every 15<sup>th</sup> of January shall be observed by the non-teaching personnel while 15<sup>th</sup> of June and 30<sup>th</sup> of October shall be observed by the faculty members for target setting.

4.1.2.4 Using the SPMS Table of Performance Standards/ Measures (success indicators), determine the type and number of output the office/ unit is mandated to deliver. In cases where the work outputs identified do not have corresponding measures/ standards, the office shall provide the specific performance measures or success indicators and targets. This will be subject to the evaluation of the PMT.

4.1.2.5 The office shall compute the budget per program/ project by expense account to ensure that budget allocation is strategy-driven.

4.1.2.6 The office shall also identify specific division/ unit/ group/ individuals as primarily accountable for producing a particular target output per program/ project/ activity.

4.1.2.7 Amendments to the OPCR may be allowed at any time to accommodate intervening tasks subject to the review of the PMT and approval of the Top Management.

4.1.2.8 A PMT meeting shall be held specifically for the purpose of reviewing the OPCR where the chancellors/ directors, deans/ office supervisors shall present their respective OPCR.

- 4.1.2.9 The approved OPCR shall serve as basis for the IPCR of faculty and staff members which shall be reviewed and approved by the PMT.

## 4.2 PERFORMANCE MONITORING AND COACHING

This is the phase where the raters (Directors, Deans/ Office Supervisors) monitor the work activities of faculty and non teaching staff and progress of work output. The rater is expected to address factors that either help or hinder effective work performance and design tracking tools or monitoring strategies as may be needed.

Essentially, the focus is on the critical function and strategic shift of supervisors as front runner of developmental planning with emphasis on the strategic role of being an enabler/coach/mentor rather than a mere evaluator.

At this stage, supervisors should fully exercise or practice this management development intervention check on the progress and quality of work output of the Office/Division/Individual employee.

**4.2.1 Monitoring.** The performance of Offices and every individual shall be regularly monitored at various levels: i. e. Top Management, Planning Office, Head of Offices, supervisor and individual, on a regular basis, but shall not be limited to the following schedule:

4.2.1.1 The PMT shall review the performance of the various offices in the university at least once a year

4.2.1.2 The Planning Office shall summarize and analyze the performance of the Offices every six months or at the end of each performance period.

4.2.1.3 The Directors and Deans/ Office Supervisors shall monitor on a regular basis the performance of the units and employees under them. They shall meet with them to discuss performance and the progress work. Each individual shall likewise monitor and assess his/her performance regularly.

Monitoring may be conducted through meetings, one-on-one discussions, memorandum and review of pertinent documents such as reports and communications and tracking forms to ensure timely completion and quality execution of deliverables. Monitoring is also done to avert any untoward incident or address constraints and challenges, if any.

**4.2.2 Coaching.** This is critical function of supervisor aimed at empowering and helping individual employees in their work assignments.

Supervisors shall adopt team coaching in the management of work within the Office/Unit to help the unit become focused on a shared goal to accomplish a task or complete a deliverable.

**4.2.3 FORM.** The supervisors shall maintain a journal using the Performance Monitoring and Coaching Form to record the conduct of monitoring and coaching. The form shall contain the date and form of monitoring/coaching conducted, brief statement of the purpose of the monitoring/coaching, name of persons monitored/coached as well as critical incidents noted, if any.

*Both the supervisor and the supervisee shall affix their signatures in the space provided and shall submit all the accomplished forms to OPMIS after each quarter.*

**4.3 Performance Review and Evaluation**

This phase aims to assess both Office and individual employee’s performance level based on set performance targets and measures as approved in the Office and individual performance contracts (OPCR and IPCR). The rater objectively determines the gaps between the actual and desired performance.

**4.3.1 Office Performance Assessment**

4.3.1.1 The Directors shall assess and evaluate the performance of Offices.

4.3.1.2 The Directors shall initially asses the Office’s performance using the OPCR.

4.3.1.3 The Internal Audit Service (IAS) shall validate the accomplishments reported by offices as necessary.

4.3.1.4 Various rating scales shall be used for specific sets of measures, as follows:

- **Core Function**  
These are functions that implement and deliver the mandates of the University as identified in the URS Strategic Priorities and Objectives and the OPIF.



- **Support Function**

These are functions that provide necessary resources to enable the Commission to effectively perform its mandate.

**GENERAL RATING SCALE**

Rating		Description
Numerical	Adjectival	
5	Outstanding	100 % meeting the success indicators.
4	Very Satisfactory	90% to 99.99% of the success indicators.
3	Satisfactory	80% to 89.99% of the success indicators.
2	Unsatisfactory	70% to 79.99% of the success indicators.
1	Poor	Below 70% of the success indicators

**RATING SCALE FOR TIMELINESS**

Rating		Description
Numerical	Adjectival	
5	Outstanding	Task completed on or before the target date.
4	Very Satisfactory	Task completed .01% - 10% after the target date
3	Satisfactory	Task completed 10.1% - 20% after the target date.
2	Unsatisfactory	Task completed 20.1% - 30% after the target date
1	Poor	Task completed by more than 30% after the target date

**EFFICIENCY RATING SCALE**

Rating		Description
Numerical	Adjectival	
5	Outstanding	100% of requests were acted upon
4	Very Satisfactory	90% to 99.99% of requests were acted upon
3	Satisfactory	80% to 89.99% of requests were acted upon
2	Unsatisfactory	70% to 79.99% of requests were acted upon
1	Poor	Below 70% of requests were acted upon

**Efficiency Rating Formula**

$$ER = \frac{\text{number of requests acted upon}}{\text{number of requests received}} \times 100\%$$

4.3.1.5 Critical factors affecting the delivery of work output shall be reflected and computed/averaged (A) in the columns

provided for in the revised OPCR Form using the standards for Quality/Effectiveness (Q), and the above rating scales for Efficiency (E), and Timeless (T).

4.3.1.6 In computing the final rating of the Office and individual performances, the following weigh allocation shall be followed:

- Strategic Priorities/ Objectives - 45%
- Core Functions - 45%
- Support Functions - 10%

**SAMPLE COMPUTATION**

45% Strategic Priorities ( <i>Roadmap &amp; PGS</i> ), 45% Core Functions, and 10% Support Functions		
Category	MFO	Rating
SP	4	$1 + 1 + 1 + 2 = 5 / 4 = 1.25 \times 45\% = .56$
Core Function	2	$1 + 3 = 4 / 2 = 2 \times 45\% = .9$
Support Function	1	$4 \times 10\% = .4$
Total/Final Overall Rating		$.56 + .9 + .4 = 1.86$
Final Average Rating		N/A
Adjectival Rating		Unsatisfactory

4.3.1.7 At the end of the rating period, the various offices shall submit the accomplishments using the OPCR to the OPMIS for evaluation/validation (refer to calendar)

4.3.1.8 The Planning Office shall return to the Offices the validated accomplishments, with the summary report per Office. An Office is given three (3) days to comment on the validated accomplishments otherwise the Planning Office shall consider it as final for submission to the PMT for final assessment.

4.3.1.9 To assist the PMT to evaluate performance, the Planning Office shall consolidate, review, validate and evaluate the initial performance assessment of the Directors based on reported Office accomplishments against the success indicators, and the allocated budget against the actual expenses.

4.3.1.10 A performance review conference shall be conducted by the PMT annually. The Planning Office shall facilitate the PMT discussion of Office assessment with concerned Deans/ Office Supervisors. This shall include participation of the Financial Office as regards to budget utilization. To ensure complete and comprehensive performance review, all Offices shall submit a quarterly accomplishment report to the Planning Office.

#### **4.3.2 Performance Assessment and Evaluation for Individual faculty/non-teaching staff**

4.3.2.1 The immediate supervisor shall assess individual faculty/non-teaching staff performance based on the commitments made at the beginning of the rating period. The supervisor shall indicate qualitative comments, observations and recommendations in the IPCR to include behavior and critical incidents' that may be considered for other human resource development purposes such as promotion and other interventions. Said assessment shall be discussed with the concerned individual prior to the submission of the IPCR to Campus Director.

4.3.2.2 The Directors and Deans/ Office Supervisors shall make the final assessment of performance level of the individual faculty/non-teaching staff. The final assessment shall correspond to the adjectival description of Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory or Poor.

The Directors and Deans/ Office Supervisors may adopt appropriate mechanism to assist him/her distinguish performance level of individuals such as, but not limited to, peer ranking and client satisfaction.

4.3.2.3 The average of all individual performance assessments shall not go higher than the collective performance assessment of the College/Office.

4.3.2.4 The Directors and Deans/ Office Supervisors shall ensure that the performance assessment of the employees is submitted to the OPMD within the prescribed time.

4.3.2.5 The PMT shall serve as the appeals body and final arbiter on performance concerns. A faculty/non-teaching staff who does not agree with performance assessment received may file an appeal with the PMT through the University HRM Office within 10 days from receipt of the final approved IPCR from the Directors. PMT shall decide on the appeals within one month from receipt of such appeal.

Non-submission or unjustifiable delay in the submission of the OPCR/IPCR shall disqualify the College/Office and the faculty/non-teaching staff for awards and incentives.

**4.4 Performance Rewarding and Development Planning**

In this process, the Directors and Deans/ Office Supervisors shall discuss with the individual faculty/non-teaching staff to assess the strengths, competency-related performance gaps and the opportunities to address these gaps, career paths and alternatives.

Faculty/non-teaching staff are ranked within campuses and categorized based on complexity of work and accountability. This also forms part of the discussion between the rater and the ratee where they assess competency-related performance gaps and the opportunities to address these gaps, career paths and alternatives.

The result of the performance evaluations/assessment shall serve as inputs for the:

- Campus Directors/Directors of offices in identifying and providing the kinds of interventions needed, based on the developmental needs identified;
- University HRM Office in facilitating, consolidating and coordinating developmental interventions that will form part of the Human Resource Plan and the basis for rewards and incentives; and
- University PRAISE Committee in identifying top performers of the University

**EFFECTIVITY**

The URS Strategic Performance Management System Guidelines shall be implemented starting \_\_\_\_\_ 2014

**MARITA R. CANAPI, Ed. D.**  
University President

## **POLICY ON LEAVE ADMINISTRATION**

Pursuant to the provisions of CSC Omnibus Rules on Leave Rule XVI of the Omnibus, Book V by EO 292, Amended by CSC MC No. 41 Series of 1998, MC No. 6, Series of 1999, "Expanded Coverage of Special Leave Privileges provided for in CSC MC 6 and 20 of 1996" & CSC MC No. 41, s. 1998, "Amendments to Rule 1 & XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987," MC No. 14 Series of 1999, "Additional Provisions and Amendments to CSC Memorandum Circular No. 41, s. 1998," the University of Rizal System adopts the policy on leave administration.

### **1. Entitlement of leave privileges**

- 1.1 In general, appointive officials and employees of the University, whether permanent, temporary, or casual, who render work during the prescribed office hours, shall be entitled to 15 days vacation leave and 15 days sick leave annually with full pay exclusive of Saturdays, Sundays, Public Holidays, without limitation as to the number of days of vacation and sick leave that they may accumulate.

### **2. Leave of Contractual Staff**

- 2.1 Contractual Staff are likewise entitled to vacation and sick leave credits as well as special leave privileges.

### **3. Teachers' leave**

- 3.1 Teachers shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than 1 ½ days is entitled to 84 days of proportional vacation pay.
- 3.2 Likewise, contractual faculty members are also entitled to receive proportional vacation pay, using the same provisions of computation.

### **4. Faculty who are designated to perform Administrative functions**

- 4.1 Faculty member who are designated to perform administrative functions and who render the same hours of service as other employees shall be entitled to vacation and sick leave, provided that;
- 4.1 The faculty functions are covered by a designation lasting for at least one (1) year;

- 4.2 The faculty assignment prevent the faculty designee taking advantage of Christmas and summer vacations;
- 4.3 The designation expressly provides that they are entitled to accumulate vacation and sick leave credits;
- 4.4 Immediately after the expiration of the official designation, faculty members will be on teacher leave basis.

**5. Vacation service credits of faculty member**

- 5.1 Faculty vacation service credits refer to the leave credits earned for services rendered on University/Campus activities during summer or Christmas vacation, as authorized by University President. Services rendered during election (national and local) will also be credited. These vacation service credits are used to offset absences of a faculty due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment.
- 5.2 The following are the computations for service credit of faculty;
- 5.3 For every eight (8) hours service is equivalent to one (1) service credit day
- 5.4 Likewise, non-teaching staff who rendered service during election will be entitled to service credit based on the Commission on Election (COMELEC) policy.

**MATERNITY LEAVE**

**6. Conditions for the grant of maternity leave.**

- 6.1 Every woman in the government service, who has rendered an aggregate of two (2) or more years of service shall, in addition to the vacation and sick leave granted to her, be entitled to maternity leave of sixty (60) calendar days with full pay.
- 6.2 Maternity leave of those who have rendered one (1) year or more but less than two (2) years of service shall be computed in proportion to their length of service provided, that those who have served for less than one (1) year shall be entitled to 60-day maternity leave with half pay.
- 6.3 It is understood that enjoyment of maternity leave cannot be deferred but should be enjoyed within the actual period of delivery in a continuous and uninterrupted manner not exceeding 60 calendar years.
- 6.4 In case of faculty, maternity benefits can be availed of even if the period of delivery occurs during the long vacation, In which case, both the maternity

benefit and proportional vacation pay shall be received by the faculty concerned.

**7. Formula for the computation of maternity leave.**

7.1 Faculty and staff who have rendered less than two (2) years of service may only receive full pay for a number of days based on the ratio of 60 days to two years of service.

Where:

y	=	the number of days in the service
x	=	the no. of days to be paid
two years	=	720 days
60	x	
-----	=	-----
720	y	
720x	=	60y
x	=	60y
		-----
		720
x	=	y
		-----
		12

**8. Every woman, married or unmarried, may be granted maternity leave more than once a year.**

8.1 Maternity leave shall be granted to female employees in every instance of pregnancy irrespective of its frequency.

**9. Every married or unmarried woman may go on maternity leave for less than sixty (60) days.**

9.1 When a female employee wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so provided she presents medical certificate that she is physically fit to assume the duties of her position.

9.2 The commuted money value of the unexpired portion of the leave need not to be refunded and that when the employee returns to work before the expiration of her maternity leave, she may receive both the benefits granted under the maternity leave law and the salary for actual services rendered effective the day she reports for work.

The formula of computation for this purpose is as follows.

Monthly Salary Rate

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SALARY = ----- x Actual No. of Days Worked  
22 Days

**10. Maternity leave with pay may be granted even if delivery occurs just few days after the termination of employee’s service.**

10.1 Maternity leave with pay may be granted even if the delivery occurs not more than 15 calendar days after the termination of employee’s service as her right thereto has already accrued.

**11. Maternity leave of employee on extended leave of absence without pay.**

11.1 If already entitled, a woman employee can still avail of sixty (60) day maternity leave with pay even if she is on extended leave of absence without pay.

**12. Maternity leave of a female employee with pending administrative case.**

12.1 Every woman employee in the government service is entitled to maternity leave of absence with pay even if she has a pending administrative case.

**13. Maternity leave of contractual employees.**

13.1 All contractual female employees whether or not receiving 20% premium on their salary shall be entitled to maternity leave benefits like regular employees in accordance with the provisions of condition of maternity leave.

**PATERNITY LEAVE**

**14. Conditions for the grant of paternity leave.**

14.1 Every married male employee is entitled to paternity leave of seven (7) working days for the first four (4) deliveries of his legitimate spouse with whom he is cohabiting.

14.2 Married male employee with more than one (1) legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four (4) deliveries regardless of whichever spouse gives birth.



**15. Paternity Leave – non-cumulative/non-commutative.**

- 15.1 Paternity leave of seven (7) days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed either in a continuous or in an intermittent manner by the employee on the days immediately before, during and after the childbirth or miscarriage of his legitimate spouse.

**SPECIAL LEAVE PRIVILEGES**

**16. Special leave privileges**

- 16.1 In addition to the vacation, sick, maternity and paternity leave, officials and employees with or without existing or approved Collective Negotiation Agreement (CNA), except faculty, are granted the following special leave privileges subject to the conditions hereunder stated:
- 16.1.1 Personal milestones such as birthdays/wedding/wedding anniversary celebrations and other similar milestones, including death anniversaries.
- 16.1.2 Parental obligations such as attendance in school programs, PTA meetings, graduations, first communion; medical needs, among others, where a child of the government employee is involved.
- 16.1.3 Filial obligations to cover the employee's moral obligation toward his parents and siblings for their medical and social needs.
- 16.1.4 Domestic emergencies such as sudden urgent repairs needed at home, sudden absence of a yaya or made, and the like.
- 16.1.5 Personal transactions to cover the entire range of transactions an individual does with government and private offices such as paying taxes, court appearances, arranging a housing loan, etc.
- 16.1.6 Calamity, accident, hospitalization leave pertain to force majeure events that affect the life, limb, and property of the employee or his immediate family.
- 16.2 An employee can still avail of his/her birthday or wedding anniversary leave if such occasion falls on either a Saturday, Sunday or Holiday, either before or after the occasion.
- 16.3. Employees applying for special privilege leaves shall no longer be required to present proof that they are entitled to avail of such leaves.
- 16.4 Three-day limit for a given year shall be strictly observed: an employee can avail of one special privilege leave for three (3) days or a combination

of any of the leaves for maximum of three days in a given year. Special leave privileges are non-cumulative and strictly non-convertible to cash.

- 16.5 Immediate family in Rule (Definition of Terms) refers to spouse, children, parents, unmarried brothers and sisters or any relative living under the same roof or dependent upon the employee support. (Provided under CSC MC No. 41, s. 1998 and further amended by CSC MC 6, s. 1999)

## **MONETIZATION OF LEAVE CREDITS**

### **17. Monetization of leave credits**

- 17.1 Officials and employees in the career and non-career service whether permanent, temporary, casual, or co-terminous, who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days: Provided, that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year.

### **18. Monetization of 50% or more of vacation/sick leave credits**

- 18.1 Monetization of fifty percent (50%) or more of the accumulated leave credits may be allowed for valid and justifiable reasons such as:
- 18.1.1 Health, medical and hospital needs of the employee and the immediate members of his family;
  - 18.1.2 Financial aid assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect life, limb and property of the employee and his/her immediate family;
  - 18.1.3 Educational needs of the employee and the immediate members of his/her family;
  - 18.1.4 Payment of mortgages and loans which were entered into for the benefit or which injured to the benefit of the employee and his/her immediate family.
  - 18.1.5 In cases of extreme financial needs of the employee of his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing;
  - 18.1.6 Other analogous cases as may be determined by the Commission.
  - 18.1.7 The monetization of 50% or more of the accumulated leave credits shall be upon the favorable recommendation of the agency head and subject to availability of funds.

Immediate family is used herein as defined in Rule I (Definition of Terms) Omnibus Rules Implementing the Administrative Code of 1987.

**19. Computation of Leave Monetization.**

19.1 The formula to be used for the computation of monetization is as follows:

$$\text{Monthly Salary} \times \text{No. of Days to be monetized} \times \text{CF (.0478087)} = \text{Money value of the monetized leave}$$

**FIVE DAYS FORCED/MANDATORY LEAVE**

**20. Five Days forced/mandatory leave.**

- 20.1 All faculty and staff with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually under the following conditions:
- 20.1.1. The University President shall, upon prior consultation with the employees, prepare a staggered schedule of the mandatory five-day vacation leave of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave.
- 20.2 The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the University President, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.
- 20.3 Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory vacation leave.
- 20.4 Those with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not. However, officials and employees with accumulated vacation leave of 15 days who availed of monetization of 10 days.

VACATION AND SICK LEAVE

21. Accumulation of vacation and sick leave

- 21.1 Vacation and sick leave shall be cumulative and any part thereof which may not be taken within the calendar year may be carried over to the succeeding years. Whenever any official or employee retires, voluntary resigns, or is allowed to resign or is separated from the service through no fault of his own, he shall be entitled to the commutation of all the accumulated vacation and/or sick leave to his credit, exclusive of Saturdays, Sundays, and holidays, without limitation as to the number of days vacation and sick leave that he may accumulate.
- 21.2 When a person whose leaves have been commuted following his separation from the service is reemployed in the government before the expiration of the leave commuted, he shall no longer refund the money value of the unexpired portion of the said leave. Insofar as his leave credits are concerned, he shall start from zero balance.

22. Computation of vacation leave and sick leave.

- 22.1 Computation of vacation leave and sick leave shall be made on the basis of one day vacation leave and one day sick leave for every 24 days actual service using the tables of computations as follows:

Table 1

VACATION AND SICK LEAVE CREDITS EARNED ON A MONTHLY BASIS

NUMBER OF MONTH/S	VACATION LEAVE EARNED	SICK LEAVE EARNED
1	1.25	1.25
2	2.50	2.50
3	3.75	3.75
4	5.00	5.00
5	6.25	6.25
6	7.50	7.50
7	8.75	8.75
8	10.00	10.00
9	11.25	11.25
10	12.50	12.50
11	13.75	13.75
12	15.00	15.00

Table 2

VACATION AND SICK LEAVE CREDITS EARNED ON A DAILY BASIS

NUMBER OF MONTH/S	VACATION LEAVE EARNED	SICK LEAVE EARNED
1	.042	.042
2	.083	.083
3	.125	.125
4	.167	.167
5	.208	.208
6	.250	.250
7	.292	.292
8	.333	.333
9	.375	.375
10	.417	.417
11	.458	.458
12	.500	.500
13	.542	.542
14	.583	.583
15	.625	.625
16	.667	.667
17	.708	.708
18	.750	.750
19	.792	.792
20	.833	.833
21	.875	.875
22	.917	.917
23	.958	.958
24	1.000	1.000
25	1.042	1.042
26	1.083	1.083
27	1.125	1.125
28	1.167	1.167
29	1.208	1.208
30	1.250	1.250

Table 3

LEAVE CREDITS IN A MONTH  
WITHOUT ANY VACATION LEAVE CREDITS LEFT

NO. OF DAYS PRESENT	NO. OF DAYS ON LEAVE WITHOUT PAY	LEAVE CREDITS EARNED	NO. OF DAYS PRESENT	NO. OF DAYS ON LEAVE WITHOUT PAY	LEAVE CREDITS EARNED
30.00	0.00	1.250	14.50	15.50	0.604
29.50	0.50	1.229	14.00	16.00	0.583
29.00	1.00	1.208	13.50	16.50	0.562
28.50	1.50	1.188	13.00	17.00	0.542
28.00	2.00	1.167	12.50	17.50	0.521
27.50	2.50	1.146	12.00	18.00	0.500
27.00	3.00	1.125	11.50	18.50	0.479
26.50	3.50	1.104	11.00	19.00	0.458
26.00	4.00	1.083	10.50	19.50	0.437
25.50	4.50	1.063	10.00	20.00	0.417
25.00	5.00	1.042	9.50	20.50	0.396
24.50	5.50	1.021	9.00	21.00	0.375
24.00	6.00	1.000	8.50	21.50	0.354
23.50	6.50	0.979	8.00	22.00	0.333
23.00	7.00	0.958	7.50	22.50	0.312
22.50	7.50	0.938	7.00	23.00	0.292
22.00	8.00	0.917	6.50	23.50	0.271
21.50	8.50	0.896	6.00	24.00	0.250
21.00	9.00	0.875	5.50	24.50	0.229
20.50	9.50	0.854	5.00	25.00	0.208
20.00	10.00	0.833	4.50	25.50	0.187
19.50	10.50	0.813	4.00	26.00	0.167
19.00	11.00	0.792	3.50	26.50	0.146
18.50	11.50	0.771	3.00	27.00	0.125
18.00	12.00	0.750	2.50	27.50	0.104
17.50	12.50	0.729	2.00	28.00	0.083
17.00	13.00	0.708	1.50	28.50	0.062
16.50	13.50	0.687	1.00	29.00	0.042
16.00	14.00	0.667	0.50	29.50	0.021
15.50	14.50	0.646	0.00	30.00	0.000
15.00	15.00	0.625			

Table 4

CONVERSION OF WORKING HOURS/MINUTES  
INTO FRACTIONS OF A DAY

Based on 8-Hour Workday			
HOURS		EQUIVALENT DAY	
1		.125	
2		.250	
3		.375	
4		.500	
5		.625	
6		.750	
7		.875	
8		1.000	
MINUTES	EQUIV. DAY	MINUTES	EQUIV. DAY
1	.002	31	.065
2	.004	32	.067
3	.006	33	.069
4	.008	34	.071
5	.010	35	.073
6	.012	36	.075
7	.015	37	.077
8	.017	38	.079
9	.019	39	.081
10	.021	40	.083
11	.023	41	.085
12	.025	42	.087
13	.027	43	.090
14	.029	44	.092
15	.031	45	.094
16	.033	46	.096
17	.035	47	.098
18	.037	48	.100
19	.040	49	.102
20	.042	50	.104
21	.044	51	.106
22	.046	52	.108
23	.048	53	.110
24	.050	54	.112
25	.052	55	.115
26	.054	56	.117
27	.056	57	.119
28	.058	58	.121
29	.060	59	.123
30	.062	60	.125

**23. Actual service defined**

- 23.1 The term “actual service” refers to the period of continuous service since the appointment of the official or employee concerned, including period or periods covered by any previously approved leave with pay.
- 23.2 Leave of absence without pay for any reason other than illness shall not be counted as a part of the actual service rendered: Provided, that in computing the length of service of an employee paid on the daily wage basis, Saturdays, Sundays or holidays occurring within a period of service shall be considered as service although he did not receive pay on those days inasmuch as his service was not then required.
- 23.3 A fraction of one-fourth or more but less than three-fourth shall be considered as one-half day and a fraction of three-fourths or more shall be counted a one full day purposes of granting leave of absence.

**24. Computation of Leave for Employees Observing Flexible Working Hours**

- 24.1 Employees observing flexible working hours who render less than the usual eight (8) hours of work per day but complete the forty (40) hours of work in a week, shall be deducted from their leave credits only the number of hours required to be served for a day but which was not served. Any absence incurred must be charged proportion to the number of hours required for a day's work. The number of hours to be served for a day refers not to the eight (8) regular hours but to the number of hours covered by the core hours prescribed in the agency concerned.
- 24.2 Compensatory service may be availed of outside of the regular working hours, except Sundays, to offset non-attendance or under times during the regular office hours subject to the written approval of the agency's proper officials. Each government office shall formulate its own internal regulations for this purpose.

**25. Commutation of Salary Prior to Leave**

- 25.1 The University President, in his/her discretion, authorize the commutation of the salary that would be received during the period of vacation and sick leave of an appointive official and employee and directs its payment at the beginning of such leave from the fund out of which the salary would have been paid.

**26. Absence on a Regular Day for which Suspension of Work is Announced**

- 26.1 Where an official or an employee fails to report for work on a regular day for which suspension of work is declared after the start of regular working hours, he/she shall not be considered absent for the whole day. Instead,



he shall only be deducted leave credits or the amount corresponding to the time when official working hours start up to the time the suspension of work is announced.

**27. Leave of Absence Without Pay on a Day Immediately Preceding or Succeeding Saturday, Sunday or Holiday**

27.1 When an employee, regardless of whether he/she has leave credits or not is absent on a day immediately preceding or succeeding a Saturday, Sunday or Holiday whether such absence is continuous or not, he/she shall not be considered absent on said Saturdays, Sundays, and Holidays and shall not be deducted leave credits. He shall neither receive salary for those days.

**28. Tardiness and Undertime are Deducted Against Vacation Leave Credits**

28.1 Tardiness and undertime are deducted from vacation leave credits and shall not be charged against sick leave credits, unless the undertime is for health reasons supported by medical certificate and application for leave.

**29. Policy on Undertime**

29.1 Employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two months in a semester shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case maybe; and

29.2 Employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two (2) consecutive months during the year shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case maybe.

**TERMINAL LEAVE**

**30. Terminal Leave**

30.1 Terminal leave is applied for by an official or an employee who intends to sever his/her connection with his/her employer. Accordingly, the filing of application for terminal leave requires as a condition sine qua non, the employee's resignation, retirement or separation from the service. It must be shown first that the public employment ceased by any of the said modes of severances.

**31. Approval of Terminal Leave.**

- 31.1 Application for commutation of vacation and sick leave in connection with separation through no fault of an official employee shall be sent to the University President concerned for approval. In this connection, clearance from the Ombudsman is no longer required for processing and payment of terminal leave as such clearance is needed only for payment of retirement benefits.

**32. Payment of terminal leave.**

- 32.1 Faculty and staff who retire, voluntarily resign or separated from the service shall be entitled to the commutation of his leave credits exclusive of Saturdays, Sundays and Holidays without limitation and regardless of the period when the credits were earned.

**33. Period within which to claim terminal leave pay**

- 33.1 Request for payment of terminal leave benefits must be brought within ten (10) years from the time of retirement / resignation.

**34. Basis of computation of terminal leave.**

- 34.1 Payment of terminal leave for purposes of retirement or voluntary resignation shall be based on the highest monthly salary received at any time during the period of employment in the government service and not on his latest salary, unless the latter is the highest received by the retiree.

**35. Computation of terminal leave.**

- 35.1 The payment of terminal leave benefits shall be computed according to the following formula:

$$TLB = S \times D \times CF$$

Where TLB = Terminal Leave Benefits

S = Highest monthly salary received

D = Number of accumulated vacation and sick leave credits

CF = Constant Factor is .0478087

The constant factor was derived from this formula:

365 = Days in a year

104 = Saturdays, Sundays in a year

10 = Legal Holidays (provided in EO 292) in a year  
12 = Months in year

$$\frac{12}{365 - (104 + 10)} = \frac{12}{251} = .0478087$$

**36. Faculty/Employee on terminal leave does earn leave credits.**

36.1 The faculty/employee who is on terminal leave does not earn any leave credits as he/she is already out of service. While on terminal leave, he/she merely enjoys the benefits derived during the time of such employment. Consequently, he/she is no longer entitled to the benefits or salary increases that may be granted thereafter.

**37. Employee on extension of service does not earn leave credits.**

37.1 The official/employee who has reached the compulsory retirement age of 65 but whose service has been extended by the Commission for another six (6) months, no longer earns leave credits.

**38. Basis for computation of salary during leave with pay**

38.1 An official or employee who applies for vacation or sick leave shall be granted leave with pay at the salary he is currently receiving.

**39. Leave during probationary period**

39.1 An employee still on probation may already avail of whatever leaves credits he/she has earned during said period. Accordingly, any leave of absence without pay incurred during the period of probation shall extend the completion thereof for the same number of days of such absence.

**40. Conversion of Vacation Service Credits of Teachers to Vacation and Sick Leave Credits and Vice-versa; Payment Thereof**

40.1 Teachers and other school personnel on the teachers' leave basis who resigned, retired, or are separated from the service through no fault of their own on or after January 16, 1996 shall be paid the money value of their unused vacation service credits converted to vacation and sick leave using the formula:

$$\text{Vacation and Sick Leave}^* = 30Y/69$$

Where: 30 = Number of days in a month  
Y = Total number of teacher's service credits  
69 = 58 days of summer vacation plus  
11 days Christmas vacation

\* No. of days derived shall be divided equally into vacation and sick leave.

Formula in obtaining 69 days:

$$\begin{array}{rcl} & 84 & \text{Total number of days of summer/Christmas vacation} \\ - & 15 & \text{(V 12 days Saturdays/Sundays during summer vacation} \\ & & \text{3 DAYS – Christmas Day, Rizal Day, New Year's Day)} \\ \hline & 69 & \text{days} \end{array}$$

Conversely, the formula in the conversion of sick and vacation leave credits to vacation service credits of teachers is as follows:

$$Y = \frac{VL + SL}{30} \times 69$$

**41. Transfer from Teaching to Non-Teaching Service During Summer Vacation/Entitlement to Proportional Vacation Pay**

41.1 A faculty who transferred to the non-teaching service or who resigned from government service ten (10) days before the close of the school year, is entitled to proportional vacation pay in as much as his right thereto has already accrued; Provided further that the service will not be prejudiced and provided further that he/she fulfills his/her responsibilities and obligations.

**42. Transfer of Leave Credits**

When an official or employee transfers from one government agency to another, he can either have his accumulated vacation and/or sick leave credits commuted or transferred to his new agency.

The second option can be exercised as a matter of right only by an employee who does not have gaps in his/her service. However, a gap of not more than one month may be allowed provided same is not due to his/her fault.

The option to transfer accumulated leave credits can be exercised within one (1) year only from the employee's transfer to the new agency.

This provision is not applicable to transfer of leave credits of uniformed personnel from the military to civilian service.

**43. Remedy when transfer of leave credits is denied**

43.1 An official or an employee who failed to transfer his/her leave credits to the new office in line with the provisions in the preceding section, may claim the money value of such leave credits from the office where earned.

**44. Period within which to act on leave application.**

- 44.1 Whenever the application for leave of absence, including terminal leave, is not acted upon by the head of agency or his duly authorized representative within five (5) working days after receipt thereof, the application for leave of absence shall be deemed approved.

**45. Effect of unauthorized leave**

- 45.1 An official/employee who is absent without approved leave shall not be entitled to receive his/her salary corresponding to the period of his/her unauthorized leave of absence. It is understood, however that his/her absence shall no longer be deducted from his/her accumulated leave credits, if there are any.

**APPLICATION FOR VACATION LEAVE**

**46. Application for vacation leave**

- 46.1 All applications for vacation leave of absence for one (1) full day or more shall be submitted on the prescribed form for action by the proper authorized official five (5) days in advance, whenever possible, of the effective date of such leave.

**47. Approval of Vacation Leave**

- 47.1 Leave of absence for any reason other than illness of a faculty or employee or of any member of his immediate family must be contingent upon the needs of the service. Hence, the grant of vacation leave shall be at the discretion of the authorized official.

**48. The effect of half-day absence**

- 48.1 Any employee who is absent in the morning is considered to be tardy and is subject to the provisions of Habitual Tardiness; and  
Any employee who is absent in the afternoon is considered to have incurred undertime, subject to the provisions of undertime.

**APPLICATION FOR SICK LEAVE**

**49. Application for sick leave**

- 49.1 All applications for sick leave of absence for one full day or more shall be made on the prescribed form and shall be filed immediately upon

employee's return from such leave. Notice of absence, however, should be sent to the immediate supervisor and/or to the agency head. Application for sick leave in excess of five (5) successive days shall be accompanied by a proper medical certificate.

- 49.2 Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view of ill health duly supported by a medical certificate.
- 49.3 In ordinary application for sick leave already taken not exceeding five authorized official concerned may duly determine whether or not granting of sick leave is proper under the circumstances. In case of doubt, a medical certificate may be required.

## **50. Approval of Sick Leave**

- 50.1 Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or of any member of his/her immediate family.
- 50.2 Approval of sick leave, whether with pay or without pay, is mandatory provided proof of sickness or disability is attached to the application, in accordance with the requirements prescribed under the preceding section. Unreasonable delay in the approval thereof or non-approval without justifiable reason shall be a ground for appropriate sanction against the official concerned.

## **REHABILITATION LEAVE FOR JOB-RELATED INJURIES**

### **51. Rehabilitation leave for job-related injuries**

- 51.1 Applications of employees for leave of absence on account of wounds or injuries incurred in the performance of duty must be made on the prescribed form, supported by the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty. The University President shall direct that absence of an employee during his/her period of disability, thus occasioned shall be on full pay, but not to exceed six (6) months. He/she shall also authorize the payment of medical attendance, necessary transportation, subsistence and hospital fees of the injured person. Absence in the case contemplated shall not be charged against sick leave or vacation leave, if there are any.

**52. Leave without pay**

52.1 All absences of an employee in excess of his accumulated vacation or sick leave credits earned shall be without pay. To compute the salary of employees who incur LWOP in a given month, use the following formula:

$$\text{SALARY} = \frac{\text{No. of Days Paid Status}}{22 \text{ days}} \times \text{Monthly Salary}$$

Where number of days paid status refers to 22 days less number of days without pay

When an employee had already exhausted his/her sick leave credits, he/she can use his/her vacation leave credits but not vice versa.

**53. Limit of leave without pay**

53.1 Leave without pay not exceeding one year may be granted, in addition to the vacation and/or sick leave earned. Leave without pay in excess of one month shall require the clearance approved by the University President.

**54. When leave without pay is not allowable**

54.1 Leave without pay shall not be granted whenever an employee has leave with pay to his/her credit except in the case of secondment.

**55. Seconded employee on leave without pay from his mother agency**

55.1 The seconded employee shall be on leave without pay from his/her mother agency for the duration of his/her secondment, and during such period, he/she may earn leave credits which is commutable immediately thereafter at and payable by the receiving agency.

**56. Effect of vacation leave without pay on the grant of length of service Step Increment**

56.1 For purposes of computing the length of service for the grant of step increment, approved vacation leave without pay for an aggregate of fifteen (15) days shall not interrupt the continuity of the three-year service requirement for the grant of step increment. However, if the total number of authorized vacation leave without pay included within the three-year period exceeds fifteen (15) days, the grant of one-step increment will only be delayed for the same number of days that an official employee was absent without pay.

**57. Effect of pending administrative case against an Employee**

- 57.1 An official or employee with pending administrative case/s is not barred from enjoying leave privileges.

**58. Effect of failure to report for duty after expiration of one year leave**

- 58.1 If an official or an employee who is on leave without pay pursuant to Section 61 hereof, fails to report for work at the expiration of one year from the date of such leave, he/she shall be considered automatically separated from the service.

**59. Effect of Absences Without Approved Leave**

- 59.1 An official or an employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice. He/she shall, however, be informed at his/her address appearing on his/her 201 files or at his last known written address, of his/her separation from the service, not later than five (5) days from its effectivity.
- 59.2 However, when it is clear under the obtaining circumstances the employee concerned has established a scheme to circumvent the rule by incurring substantial absences through less than thirty (30) days 3x in a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified.
- 59.3 If the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-Work Order shall be served to him at his last known address on record. Failure on his part to report for work within the period stated in the Order shall be a valid ground to drop him/her from the rolls.

**60. Status of the position of an employee on vacation leave or sick leave**

- 60.1 While the incumbent is on vacation or sick leave with or without pay, his/her position is not vacant. During the period of such leave therefore only substitute appointment can be made to such position.



**61. Effect of decision in administrative case**

- 61.1 An employee who has been penalized with dismissal from the service is likewise not barred from the entitlement to his/her terminal leave benefits.

**62. Effect of Exoneration from Criminal/Administrative Case**

- 62.1 In general, officials and employees who have been dismissed from the service but who were later exonerated and thereafter reinstated, are entitled to the leave credits during the period they were out of the service.

**63. Cause for disciplinary action**

- 63.1 Any violation of the leave laws, rules or regulations, or any misrepresentation or deception in connection with an application for leave, shall be a ground for disciplinary action.

**SPECIAL LEAVE BENEFITS FOR WOMEN  
UNDER R.A. 9710**

**64. Coverage of Special Leave**

- 64.1 Female faculty and staff members with permanent, temporary, casual and contractual regardless of age and civil status, shall be entitled to a special leave of a maximum of two months with full pay based on her gross monthly compensation provided she has rendered at least six (6) months aggregates service in any or various government agencies for the last twelve (12) months prior to undergoing surgery for gynecological disorders:
- 64.2 The special leave may be availed for every instance of gynecological disorder requiring surgery for a maximum period of two (2) months per year.
- 64.3 Availment of the said special leave benefits shall be in accordance with the List of Surgical Operations for Gynecological (Annex A of CSC MC No. 25, s. 2010), which reflect, among others, the estimated periods of recuperation from surgery due to the specific gynecological disorder.
- 65.3 The earned leave credits may be used for preparatory procedure and/or confinement prior to surgery. Moreover, should the period of recuperation after the surgery exceed two (2) months, the female official/employee may use her earned sick leave credits for the same. If the sick leave credits have been exhausted, the vacation leave credits may be used.

- 65.4 This special leave benefit is non-cumulative and not convertible to cash.

**65. Procedure for availment of the special leave benefits for women**

- 65.1 The application for the special leave benefit shall be made through the Civil Service Form No. 6 (CS Form 6) signed by the employee and approved by the proper signing authorities.
- 65.2 The CS Form 6 shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery, the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery) as well as the employees estimated period of recuperation for the same.
- 65.3 The application for special leave benefits may be applied for in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee;
- 65.4 The advance notice for taking such leave would give the proper authorities ample time and means to prevent the disruption of the operations of the work unit during the absence of the employee and to address the exigency of services of the office.
- 65.5 In instances when a qualified female-employee undergoes an emergency surgical procedure, the said leave application shall be filed immediately upon the employee's return from such leave, also following the procedure set forth in time ; and
- 65.6 Upon the employee's return to work, she shall also present a medical certificate signed by her attending surgeon that she is physically fit to assume the duties of her position.

**SPECIAL EMERGENCY LEAVE AFFECTED BY  
NATURAL CALAMITIES/DISASTERS**

**66. Special emergency leave**

- 66.1 Special Emergency Leave shall be granted to employees directly affected by all natural calamities/disasters pursuant to Civil Service Commission Memorandum Circular No. 16, s. 2012, under the following conditions:
- 66.1.1 The grant of the special emergency leave shall be based on the declaration of state of calamity by the President of the Philippines or by the Local Sanggunian pursuant to Section 16 of RA No. 10121

(Philippine Disaster Risk Reduction and Management Act of 2010)

66.1.2. However, in case specific area was not declared under state of calamity but nonetheless severely affected by the national calamity/disaster, the head of agency in the exercise of sound discretion, may grant the special emergency leave to affected employees based on proof or evidence or news account.

**67. Special emergency leave non-commutative and non-commutative**

67.1 The special emergency leave shall be for a maximum of five (5) days in a year. The said leave is non-commutative and non-cumulative.

67.2 The special leave may be availed within thirty (30) days from the actual occurrence of the natural calamity/disaster.

**68. Responsibility in the grant of the special emergency leave.**

68.1 The University President shall take full responsibility in the grant of the special emergency leave. As such, he shall set parameters in granting said leave which may include, among others, the verification of the situation and extent of damage caused by the calamity to the affected employees.

68.2 Extension of the allowed maximum 5 days for special emergency leave shall be subject to the sound discretion of the University President and the university internal policy on the matter.

**PARENTAL LEAVE TO SOLO PARENTS**

**69. Grant of parental leave to solo parent**

69.1 Faculty and Staff who fall under any of the following categories shall be considered a Solo Parent for the availment of Parental Leave:

69.1.1 A woman who gives birth as a result of rape and other crimes against chastity; even without a final conviction of the offender; Provided, that the mother keeps and raises the child; and,

69.1.2 Parent left solo or alone with the responsibility of parenthood.

**70. Condition for availing parental leave.**

70.1 The parental leave of seven (7) days in addition to existing leave privileges shall be granted to any solo parent employee subject to the following conditions:

- 70.2 The solo parent must have rendered government service for at least one (1) year, whether continuous or broken, reckoned at the time of the effectivity of R.A. 8972 on September 22, 2002 and regardless of employment status.
- 70.3 The parental leave shall be availed of every year and shall not be convertible to cash unless specifically agreed upon previously. If not availed within the same year said privilege shall be forfeited within the same year.
- 70.4 The parental leave shall be availed of on a staggered or continuous basis, subject to the approval of the University President. In this regard, the solo parent shall submit the application for parental leave at least one (1) week prior to its availment, except on emergency cases.
- 70.5 The solo parent employee may avail of parental leave under any of the following circumstances:
  - 70.5.1 Attend to personal milestone of a child such as birthdays, first communion, graduations and other similar events;
  - 70.5.2 Perform parental obligations such as enrolment and attendance in school programs, PTA meetings and the like;
  - 70.5.3 Attend to medical, social, spiritual and recreational needs of the child; and
  - 70.5.4 Other similar circumstances necessary in the performance of parental duties and responsibilities, where physical presence of a parent is required.

## **71. Procedure of availing the leave**

- 71.1 A solo parent employee who applied for parental leave shall comply with the following requirements:
  - 71.2 Secure a Solo Parent Identification Card from the City/Municipal Social Welfare and Development Office. The Identification Card is valid for one year from issuance but renewable yearly. Failure to renew the card means that his/her status as a solo parent has ceased or has changed.
  - 71.3 Submit the accomplished application form (CS Form No. 6) duly supported with certified true copies of the Solo Parent ID and birth certificate of the child/children or other requirements such as medical certificate, if necessary.

## REHABILITATION PRIVILEGE

### 72. Coverage

- 72.1 The coverage are all personnel with permanent, temporary, casual or contractual appointments, including those with fixed terms of office, may avail themselves of the Rehabilitation Privilege during their employment with their agency and in accordance with these guidelines. Consultants and those hired under contract of service or job order cannot avail themselves of the privilege because they are not government employees.

### 73. Entitled to rehabilitation leave

- 73.1 Faculty and employees may be entitled to the rehabilitation privilege for a maximum period of six (6) months for wounds and/or injuries sustained while in the performance of official duties. The duration, frequency and terms of availing of the privilege shall be based on the recommendation of medical authority. Availing of the privilege may be for less than six (6) months, or may be on half-time basis or an intermitted schedule as determined by medical authorities provided that the cumulative total period of availing of the privilege will not exceed six (6) months.
- 73.2 Illness or sickness resulting from or aggravated by working conditions or the environment cannot be a basis for availing of rehabilitation privilege even if the same may be compensable under the law and regulation of the Employees Compensation Commission (ECC)

### 74. Availment of the rehabilitation leave

- 74.1 For availing oneself of the rehabilitation privilege, performance of duty means situations wherein the official or employee was already at work. The same privilege may be extended to officials and employee in situations where the official or employee meets an accident while engaged in activities inherent to the performance of his/her duties, including being on official business outside of his/her work station, official travel, authorized overtime, detail order, and special assignment orders.
- 74.2 Injuries from accidents that occurred while the official or employee was going to work and going home at work are not considered sustained while in the performance of official duties.

**75. Absences during period of rehabilitation leave**

- 75.1 Absence from work during the period of rehabilitation privilege shall not be deducted from the accumulated sick or vacation leave credits of the official or employee.
- 75.2 Faculty and staff while on rehabilitation privilege do not earn and accumulate vacation leave and sick leave credits.

**76. Salaries and regular benefits while on rehabilitation leave**

- 76.1 Faculty and staff availing of rehabilitation privilege shall receive their salaries and regular benefits such as Personnel Economic Relief Allowance (PERA), year-end bonus, and cash gift mandated by law.
- 76.2 They are not entitled however to benefits and privileges that are enjoyed based on the actual performance of duties of positions entitled to these benefits such as representation and transportation allowances.

**77. Claimants of rehabilitation privilege benefits**

- 77.1 Claimants of rehabilitation privilege benefits are entitled to reimbursement by their agency for first-aid expenses, preferably in government facilities. Reimbursement is subject to the availability of funds and shall not exceed P5,000.00, unless expenditures beyond said amount are necessary as certified by medical authorities and approved by head of agency.
- 77.2 For this purpose, first aid refers to the basic medical treatment immediately given to a person hurt in an accident.

**78. Application for rehabilitation privileges:**

- 78.1 Application for rehabilitation privilege shall be made through a letter, supported by relevant reports such as the police report, if any, and medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- 78.2 Application should be made within one (1) week from the time of the accident except when a longer period is warranted. Application may be made for the injured official or employee by a member of his/her immediate family.
- 78.3 Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending

physician is a private practitioner, particularly on the duration of the period of rehabilitation.

**TEN (10) DAY LEAVE UNDER R.A. 9262  
(ANTI-VIOLENCE AGAINST WOMEN AND THEIR CHILDREN ACT OF 2004)**

**79. Coverage**

- 79.1 Any woman employee in the government service regardless of employment status, who is a victim of violence as defined under section 3 of RA 9262.
- 79.2 Any woman employee whose child is a victim of violence as defined therein and whose age is below eighteen (18) or above eighteen (18) but unable to take care of himself/herself.

**80. When to apply**

- 80.1 The application for leave shall be filed whenever practicable, before the actual leave of absence or immediately upon the woman employee's return from such leave. It shall be accompanied by any of the following:
  - 80.1.1 Barangay Protection Order (BPO) obtained from the Barangay;
  - 80.1.2 Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
  - 80.1.3 In the absence of the protection order, a certification by the Punong Barangay/Kagawad or Prosecutor from the Clerk of Court, that the application has been filed shall be sufficient to support the application for the ten-day leave; and,
  - 80.1.4 In the absence of BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

**81. Application for a ten-day leave.**

- 81.1 The woman employee who applies for ten-day leave may avail of the same in a continuous or intermittent manner to cover the days that she has to attend to medical and legal concerns

**82. Leave is non-commutative and non-cumulative**

- 82.1 Leave is non-commutative and non-cumulative and not convertible to cash. Leaves not availed of are considered waived.

**REVISED POLICIES AND GUIDELINES ON FACULTY WORKLOAD**

Pursuant to Board of Regents Resolution No. 044-411-13 and University Administrative Council Resolution No. 03-014-13 the revised policies and guidelines on Faculty Workload of the University of Rizal System are hereby established for the guidance of all concerned.

**1. Full-time Equivalent (FTE)**

This refers to a standard load measurement of faculty members and students. For management and budgetary purposes, FTE is used to determine the number of faculty members and the number of students served.

**2. Faculty Teaching Load**

2.1 The actual teaching hours (ATH) per week will be 18 hours for undergraduate level wherein:

Lecture class	1 unit= 1 ATH
Laboratory class	1 unit= 3 ATH

2.2 National Service Training Program (NSTP)

There should be at least fifty (50) students to a class which is equivalent to three (3) ATH

2.3 Student Teaching/Supervised Industrial Training (SIT)/ On-the-Job Training/ Occupational Internship Program (OIP)/ Practicum/ RLE

For student teaching, a class with 25-30 students is equivalent to six (6) ATH, provided the Student Teacher Supervisor conducts supervision at least 4 hours a week. In the case of SIT, a class with forty (40) students is equivalent to three (3) ATH. For OJT/ OIP/ Practicum of 6 units, it is equivalent to six (6) ATH i.e. ATH is equivalent to the number of units of the subject.

The Actual Teaching Hours (ATH) of Faculty handling Related Learning Experience (RLE) shall be in accordance with the provisions of the Philippine Regulatory Commission and the Commission on Higher Education on duty hours of nursing students.

2.4 Laboratory School

For Laboratory School faculty members, 18 ATH and an additional of three (3) contact hours for an advisory class shall be considered as regular teaching load. A faculty without advisory class will be given an additional three (3) ATH.



2.5 Faculty with Administrative Functions

The actual teaching hours (ATH) of faculty members performing administrative functions, inclusive of RDEP workload are as follows:

Designation	ATH
Vice-President/Campus Directors/Campus Dean	3
Deans	
16 and more classes to supervise	6
15 and less classes to supervise	9
Director (Research, Extension, Production, OSDS, Public Affairs)	6
Head, University-wide UPFDU	6
Asst. Head, University-wide UPFDU	9
University Registrar	6
Principal, Laboratory School	6
Head, Library Services	9
Program Head (serving at least 100 students)	15
Head, Academic Affairs Sections:	
a.) Curriculum & Instruction (Program Accreditation, Recognition & Certification, NSTP, Test & Evaluation)	9
b.) Student Development Services (Admission, Student Psychological Testing, Student Organization, Guidance & Counseling, Scholarship & Financial Assistance)	9
c.) OJT and Placement	9
Head, RDEP Section (State Center, SANRI, Eco & Bio Diversity, Publication/Media Service, GAD, IPO, TFLLCD)	9
Head, Administration & Finance Section	
University CBA	9
Campus CBA	12
Head, Planning & Development Sections (MIS, Int'l Dev't & Special Proj., CCL, Culture and Arts, Sports Development)	9
Campus-wide Designations	
OSDS Coordinator	18
MIS & Planning	18
SPMO	15
Accreditation, over-all chair	18
RDEP Unit	15
General Services	18
Publication	18
Sports	18
Culture and Arts	18
Guidance Counselor	18
Campus Registrar/Cashier/Librarian	
With non-teaching staff	15
Without staff	9

3. Research, Extension and Production Workload

(Reference: BOR Resolution No.07-246-08 dated July 21, 2008)

3.1 Faculty members shall render academic workload specifically an additional 3-unit workload intended for research, extension and production activities. The additional 3-unit faculty workload should be approved and recognized pursuant to the policies and guidelines on the approval and conduct of the RDEP activities.

3.2 Faculty may opt to take 3 units teaching load to be rendered within his/her regular official time in lieu of the additional 3 units RDEP workload.

3.3 Faculty members should observe the University policies and guidelines on the completion and non-completion of research, extension and production workload.

4. Regular faculty members on teacher leave status shall complete the required thirty (30) hours per week from Monday to Friday excluding one-hour lunch break.

Faculty members with administrative functions (on vacation-sick leave status) shall complete the required forty (40) hours per week from Monday to Friday excluding one-hour lunch break.

Faculty with 12 ATH per week and below shall be classified under Vacation-Sick leave status while those with more than 12 ATH per week shall be placed under Teacher Leave status.

5. Non-teaching assignments covered by official designation issued by the Vice-President and/or Campus Director/Campus Dean is given corresponding equivalent workload of no more than 3 ATH per week and implies year round performance of functions in support of instruction, research, extension and production programs.

6. For undergraduate level, in excess of 3 preparations, one (1) CHW will be added to the total number of CHW.

7. Faculty members are allowed to have six (6) hours teaching overload per week provided they maintain a very satisfactory rating during the last two (2) immediately preceding semesters.

The time for teaching overload should be outside the regular official time and the one-hour lunch break.

Teaching loads over and above the minimum load stated are subject to compensation provided extension of hours beyond the official time is rendered.

When no qualified faculty member is available to teach a subject, an additional teaching overload of three (3) per week may be given to a faculty member. The schedule of which must be outside the regular official time and the one-hour lunch break.

8. Administrative staff may be given six (6) hours teaching load per week. Teaching hours rendered outside their official time entitles them to teaching overload pay.

9. Outside Teaching Load

Outside teaching load refers to academic instruction rendered in other colleges or universities. The schedule for outside teaching load should not be within the regular official and overload teaching time.

Faculty members who wish to teach outside the University should secure permission of the Dean, Campus Director/Campus Dean, Vice-President for Academic Affairs and the President on a semestral basis. The maximum teaching load outside the University is nine (9) hours per week.

Faculty on study leave or scholarship is not allowed to render outside teaching load and other professional services not covered by the scholarship contract.

Outside teaching load should not conflict with the faculty member's duties and responsibilities at the University. In times when their services are needed, their commitment to the institution must be prioritized.

10. Actual teaching load of part-time faculty shall be limited to twenty-one (21) hours per week. In meritorious cases, ATH may be increased by three (3) additional hours.
11. Faculty who is tasked to take charge/handle special project and is covered by an official designation issued by the University President shall be given a corresponding deloading at the discretion of the President.
12. Committee work/assignment and advisorship of co-curricular/extra-curricular/class organizations are considered exigency of the service, hence form part of the non-teaching hours.

## **POLICIES AND GUIDELINES IN THE CONDUCT OF HUMAN RESOURCE DEVELOPMENT PROGRAM**

These policies and guidelines as approved by the University Administrative Council through Resolution No. 03, Series of 2014 have been formulated in accordance with the existing rules and regulations of the Civil Service Commission and other existing laws and regulations.

The University of Rizal System values its human resources and commits to develop through systematic program of career and personal development for its faculty and staff members.

The provisions of these policies and guidelines are in line with the University's commitment to professional workforce for the delivery of basic service to the public.

### **1. COVERAGE**

These policies and guidelines shall apply to all the officials, faculty and staff members of the University on permanent, contractual and casual status.

### **2. BASIC POLICIES**

- 2.1 The University seeks to afford its officials, faculty and staff opportunities for academic development and skills enhancement for a more effective delivery of the mandated functions and public services.
- 2.2 The Faculty and Staff Development Committee (FSDC) shall conduct the necessary screening of applicants and recommend to the President the most qualified personnel who may participate in human resource development programs; likewise, the committee shall monitor and ensure compliance by the participants or beneficiaries with applicable requirements.
- 2.3 The FSDC shall also formulate policies and procedure in the conduct of human resource development programs of the University.

### **3. BASIC GUIDELINES**

The following guidelines shall apply to all human resource development programs scholarship and trainings:

- 3.1 The faculty/staff shall satisfy the following requirements:

- 3.1.1 have obtained a performance rating of at least Very Satisfactory (VS) for two (2) consecutive rating periods preceding the application;
- 3.1.2 be physically and mentally fit;
- 3.1.3 have no pending criminal or administrative cases;
- 3.1.4 have rendered the service obligation of any previous service contract (if there is any);
- 3.1.5 not more than 45 years old as of the award of scholarship grant.
- 3.2 Attendance of personnel in authorized human resource development programs shall be on official business.
- 3.3 Scholarship and study leaves shall be covered by a service contract/scholarship contract to be executed between the employee and the University President.
- 3.4 Financial assistance may be extended by the University as may be warranted.
- 3.5 Faculty and staff members who have availed themselves of any human resource development program must submit to the University President, through the FSDC and his/her immediate head, a feedback report on their participation within five (5) days from completion of the program with certificate of participation from the sponsoring organization.
- 3.6 Participants or beneficiaries of any human resource development program shall be relieved of all duties and responsibilities for the duration of the program.
- 3.7 Faculty and staff members to avail of another human resource development program must first satisfy the requirements of the FSDC.
- 3.8 The trainings, conferences, or fora to be attended should be relevant to the Campus/University's thrusts or official duties and responsibilities of the concerned faculty or staff member(s).
- 3.9 The FSDC shall have the following composition:
  - Chair: Vice-President for Academic Affairs
  - Vice-Chair: Vice-President for Research, Development, Extension & Production
  - Vice-Chair: Vice-President for Administration & Finance
  - Members:
    - Director, Finance Services
    - Campus Directors
    - University Human Resource Management Officer
    - Director, Administrative Services

- One Representative from Faculty Federation and from the Non-teaching Association elected at large.
- 3.10 The FSDC shall be responsible for the proper implementation of the provisions of the policies and guidelines. As such, they will perform the following functions:
  - 3.10.1 Screen faculty/staff applicants to scholarship and recommend faculty and staff to seminars/training.
  - 3.10.2 Disseminate information on scholarship opportunities.
  - 3.10.3 Coordinate with campuses on scholarship matters
  - 3.10.4 Monitor performance of scholars
  - 3.10.5 Formulate and amend scholarship policies and guidelines
  - 3.10.6 Oversee the implementation of scholarship policies
  - 3.10.7 Determine the faculty development needs of the University
- 3.11 The Dean/Head of Unit shall be responsible in determining the training needs and other Human Resource Development Programs of their subordinates using the performance evaluation report or individual career development plan and in accordance with the thrusts and priorities of the University.
- 3.12 The Campus HRMO shall prepare list of eligible faculty and staff member(s) who may be recommended for seminars, training and fora indicating therein their previous and recent record of seminars, conferences attended including area of specialization and/or present designations and shall be submitted to the Faculty and Staff Development Committee for reference.
- 3.13 The Campus HRMO shall maintain an accurate record of faculty and staff members who availed the scholarships and staff development program.

4. DEFINITION OF TERMS

CONSOLIDATED HUMAN RESOURCE DEVELOPMENT PLAN	refers to the consolidated information about trainings, seminars and fora of officials, faculty and staff members from the different campuses furnished by Campus HRMO to the University HRMO.
CSC	stands for Civil Service Commission which is the central personnel agency of the government
FACULTY	refers to teaching personnel of the University on permanent or contractual status

<b>FSDC</b>	refers to the Faculty and Staff Development Committee that is responsible in upgrading skills, knowledge, attitude and competence of faculty and staff of the University
<b>HUMAN RESOURCE DEVELOPMENT PROGRAMS</b>	refers to activities aimed at enhancing career progress and personal growth, which include scholarships, study leaves, trainings, seminars, workshops, conferences and conventions.
<b>SABBATICAL LEAVE</b>	is defined as a leave for encouraging/motivating faculty members (including administrative officers who hold faculty rank) to engage in scholarly research or other activities that will increase their scholarly achievement or their capacity for service to the University.
<b>STAFF</b>	Refers to non-teaching personnel on permanent, contractual and casual status.

5. FORMS

5.1 To systematize the human resource development programs, the FSDC shall pursue the development and approval of generic faculty development manuals, documents, and forms including forms to use for application of various programs.

- Form for Training – Faculty & Staff Development Committee (FSDC) (HRMO Form 5)
- Feedback Report (HRMO Form 5a)
- Form for Scholarship - Faculty & Staff Scholarship Form (HRMO Form 6)
- Scholarship Contract
- Co-maker Undertaking
- Human Resource Development Plan Matrix

6. HUMAN RESOURCE PLANNING AND BUDGETING

6.1 All human resource development programs should be within the approved budget of the University and should be meticulously and judiciously planned by the Human Resource Management Office. No program whether trainings, seminars, or scholarship shall be undertaken unless it is in accordance with the approved annual budget (Internal Operating Budget and the General Appropriations Act) for the said purpose. In the case of trainings, seminars or scholarships funded by outside local or foreign entities, the FSDC shall immediately update the budget to include counterpart costs subject to the herein guidelines. Such shall be at all times consistent with the appropriations for the said purpose.

- 6.2 Each campus/department/unit shall judiciously prepare, maintain, and update their annual human resource development plan for the consolidation of the FSDC. The Consolidated Human Resource Development Plan shall bear the approval of the FSDC consistent with the approved yearly budget.
- 6.3 The preparation and updating of the Consolidated Human Resource Development Plan shall be the responsibility of the FSDC.
- 6.4 Updating of the campus/department unit human resource development plan and the consolidated human resource development plan shall be undertaken every six (6) months or as often as may be required by the FSDC.

## **7. TRAININGS, SEMINARS, WORKSHOP, FORA, CONFERENCES, CONVENTIONS, AND EXPOSURE TRIPS**

- 7.1 Local Trainings, Seminar, Workshops, Conferences and Conventions-These refer to undertakings that aim to provide opportunities for employee participation in any of the following:
  - 7.1.1 Development courses which include orientation and reorientation courses, retraining on basic skills inherent to the positions, value formation and development programs in preparation for higher responsibilities for both rank-and-file and management-level employees; and
  - 7.1.2 Highly specialized, technical or scientific seminars or studies including opportunities for capability building, skills development or enhancement at any level or rank of employment requiring an understanding or use of special tools and techniques in order to cope with work changes or transfer of technology.

### **7.2 Application, Nomination and Selection**

- 7.2.1 The Campus HRMO/Dean shall send, receive invitation/request for nominees to the college/department/unit concerned based on:
  - Relevance of the seminar, training, or forum to the faculty and staff members responsibilities/functions.
  - Potential benefits that may directly or indirectly accrue to the MVOs/Goals functions of the college/department/unit
- 7.2.2 In case that the invitation is addressed to the faculty or staff member, the same shall be submitted to the Dean for appropriate action.
- 7.2.3 The applicant(s) as recommended by the Dean/Unit Head shall submit requirements relevant to the seminars, trainings, and fora unless the inviting agency/organization provides, otherwise. Provide a copy to the Campus HRMO.



- 7.2.4 The Campus HRMO shall provide the Campus Director/Dean with the list of qualified applicants and the complete documentary requirements.
- 7.2.5 The Campus Director/Dean and Campus HRMO shall convene to select the nominees using the selection criteria pursuant to the set policies and guidelines.
- 7.2.6 In the event that there are no nominees endorsed to the Campus HRMO, the selection after deliberation of the Campus Director/Dean shall be done from the submitted list of eligible faculty and staff members. The FSDC thru the HRMO shall notify the recommendee of the result of the selection.
- 7.2.7 In case of foreign/international/seminars, trainings and fora, the Dean after deliberation shall recommend the qualified nominees to the Campus Director for final selection of official participant(s).
- 7.2.8 Completed research(es), projects, and invention (whether individual or group entries) for presentation should be duly recognized by the University RDEP Office. The RDEP Office shall recommend official nominees, in the following manner:
- A. For individual research, project or invention
    - i. Only the researcher shall be recommended to present
  - B. For group research, project or invention
    - i. Only the main author or his duly recognized representative shall be recommended to present
  - C. In case the research, project or invention is a product of Master's Thesis or Dissertation (*i.e. any research output from the Undergraduate Level is not considered for this purpose*)
    - i. If the author completed the degree from URS Graduate School
      - a. The Main author or his duly recognized representative shall be recommended to present the paper
      - b. The adviser shall be recommended to present the paper only as co-author and not as the main author on Official Time only and should have written consent from the main author allowing him to present the paper on the author's behalf. Moreover, the adviser may not claim any of the incentives stipulated in the Publication and Presentation Incentives provision in the URS Research Operations Manual (BOR Resolution No. 032-283-10 dates September 7, 2010).

- ii. If the author completed the degree from any other school other than URS.
    - a. The main author or his duly representative (as employee of the URS) shall only be recommended to present the paper when there is written permit or consent from the school/University where he had completed the said research as a graduate student.
- 7.2.9 For foreign/international seminars, trainings, and fora, the University Faculty and Staff development Committee shall convene to select the nominees using the selection criteria of this policies and guidelines.
- 7.3 Attendance of Faculty and Staff in Local Trainings, Seminars, Workshops, Conferences and Conventions conducted by the URS and duly Accredited Professional Organizations-Attendance of personnel, whether permanent, contractual or casual, to trainings, seminars, workshops, conferences or conventions may be authorized only if sponsored by the following:
  - 7.3.1 University of Rizal System
  - 7.3.2 Commission on Higher Education
  - 7.3.3 Professional Associations or Organizations of SUC Faculty and Staff
  - 7.3.4 Department of Budget and Management
  - 7.3.5 Commission on Audit
  - 7.3.6 Civil Service Commission
  - 7.3.7 Agencies of the Government; i.e PRC, Senate, Congress, DOST, DTI and the like
  - 7.3.8 Non-governmental organizations duly accredited by the CSC
- 7.4 Attendance of Faculty and Staff in Local Trainings, Seminars, Workshops, Conferences and Conventions conducted by Professional Organizations, Non-governmental Associations or Private Training Institutions Not Endorsed by the CHED – will be allowed provided:
  - 7.4.1 The program is relevant to the faculty or staff member's function or designation and/or the needs of the University
- 7.5 International Research Presentation and Invention Demonstration
  - 7.5.1 Inviting entity is not located on those high risk countries identified by the department of Foreign Affairs

7.5.2 Research paper for presentation or invention for demonstration should be an approved, completed and recognized research paper/invention in the University as certified by the RDEP Office. In addition, the following shall also be recognized:

- a. Research or Invention as a product of the URS Graduate School (i.e. Master's Thesis and Dissertation) shall also be recognized within the last 3 years.
- b. Research or inventions as a product of the Graduate School requirement from other school/university within the last 3 years shall be recognized only when accompanied by a written permit from that particular school or university (where the research served as a requirement in earning a particular graduate degree)

7.6 Merit-Based Financial Assistance Program on Paper Presentation in International Conference.

This program has the intention to provide professional advancement opportunities for University of Rizal System faculty and staff members in the international field covering special topics / area of specialization. This is a form of Teacher Fellowship Scheme, which involves paper presentation, and pursuit of research.

7.7 National or Foreign/International Entities Assisted Seminars, Trainings, and Fora

7.7.1 The Faculty/Staff members have served the University for at least one (1) year Continuous Service for the National seminars, trainings, conference and fora.

7.7.2 For foreign seminars, trainings, conference and fora, Faculty/Staff members have served the University for at least two (2) years continuous service on a permanent status.

7.7.3 Inviting entity refers to any professional or non-governmental organizations duly accredited by the CSC or by the CHED, or by virtue of their national prominence as existing institutions.

7.7.4 Invitation letter of a national or foreign entity must be forwarded to the University President.

7.7.5 The Campus HRMO shall submit the name(s) of the invited faculty or staff member(s) with corresponding documentary requirements to the Dean for appropriate action subject to the selection criteria specified in the guidelines. In case of foreign/international seminars, trainings, conference and fora, the qualified nominees shall be submitted to the University Faculty and Staff Development Committee for final selection.

## 7.8 Entitlement

### 7.8.1 Faculty/Staff attending seminars, trainings, conference and fora shall be:

#### A. Attendance to Seminars, Trainings and Conferences

- i. Entitled to travelling allowance and other expenses incidental to it subject to existing COA and DBM rules. Provided however, that such entitlement shall be limited once a year for every faculty or staff members **as** deemed necessary as determined by the Dean/Campus Director/Vice Presidents (for international or foreign seminars)

#### B. With Paper or Poster Presentation

Faculty/Staff members with RDEP recognized research or invention may attend the seminars, trainings, conference and fora in the following manner:

- i. The faculty/staff members may attend seminars, trainings, conference and fora and present the paper in three different levels in a year (i.e. Regional, National, International) and entitled to travelling allowance and other expenses incidental to it not in contrast with other provisions within this guideline.
- ii. Succeeding presentation/s of the same paper in any of the three levels (i.e. Regional, National, International) within the same year and succeeding year shall be allowed only on Official Time.
- iii. Succeeding presentation of the same author and the same paper within the year in different levels shall be allowed only on official time
- iii. However, presentation of another paper within the year shall again entitle the faculty/staff member the provisions in item “i” and should follow item “ii” for the succeeding presentations of the same paper.

### 7.8.2 Executive Development Program- a training program meant for key officials of the University and other employees holding administrative position.

### 7.8.3 Those who intended to attend seminars, trainings and fora exceeding the allowable slot per year shall be permitted on official time only;

### 7.8.4 One (1) slot shall be allowed to each faculty and staff members for seminars, trainings and fora for every year.

- 7.8.5 Attendance to seminars, trainings and fora, and invention demonstration chargeable to the personal expense of the participant shall be limited only to the relevance congruent/appertaining to the nature or field of specialization/ official function of the participants
- 7.8.6 Attendance to seminars, trainings and fora that do not fall in 7.7.3 shall require filing of leave form and approval of the same for the said purposes.
- 7.8.7 Registration fee for the attendance to international paper presentation and invention demonstration recognized by the University. Other expenses including transportation expenses, allowance, and other expenses incidental to it shall be chargeable to the participant. However, this should be applied once a year for every faculty or staff member.
- 7.8.8 Approved participation shall be entitled to allowances and other benefits pursuant to existing rules and regulations;
- 7.8.9 Participant(s) shall be relieved of all duties and responsibilities of the position for the duration of the approved seminars and trainings.
- 7.8.10 Participant(s) who are allowed to attend seminars, trainings and fora, but fail to attend seminars, trainings, and fora with invalid reason(s) forfeit his/her slot for the given year.
- 7.8.11 Faculty and staff members attending to trainings, seminars and fora shall be allowed one day before and another extended day after as travel time allowance
- 7.8.12 A Memorandum of Agreement on attendance to seminars, trainings and fora both local and international of at least one month shall indicate immediate return to service of the faculty and staff

#### 7.9 Service Obligations

- 7.9.1. Participant(s) shall be required to render echo activity relative to the seminars, conferences, conventions, fora, training, paper presentation and invention demonstration attended. It must be closely monitored by the campus director or the deans and must be reported to the faculty and staff development committee.
- 7.9.2. Participant(s) of trainings must render service obligation as may be determined by the University Faculty and Staff Development Committee for trainings with the duration of at least one (1) month.

## 8. SCHOLARSHIPS

8.1. Foreign Scholarships and Training Programs (FSTP) – Foreign scholarships and training programs are those extended to the Philippines by a foreign donor country or foreign institution based on the identified training needs of agencies or institutions. These consist of long term courses, the duration of which ranges from one (1) to three (3) years, and short term courses, which are usually for less than a year. Applicants to these FSTP shall meet the following:

- 8.1.1. a permanent appointment at the time of the filing of the application; however, for short term courses, faculty and staff may apply;
- 8.1.2. have served the University for at least six (6) semesters or three (3) years of continuous service prior to the scholarship application;
- 8.1.3. not more than 50 years old except those officials or employees, whose official functions or designations are contingent to the scholarships, seminars, trainings, and fora to be attended unless the age requirement is set by the foreign inviting entity.
- 8.1.4. have no approved application for any other local or foreign scholarship (in case of application of University scholarship program) and meet the required qualifications.
- 8.1.5. must have passed the evaluation of the committee which will be composed of:
  - a. University Scholarship Committee Chair;
  - b. Head Financial Division;
  - c. Head Human Resource Management Office;
  - d. Two representatives of the University Employees (Faculty/Staff);
  - e. Campus Director.
- 8.1.6. complete all in the requirements of the course within the specified period;
- 8.1.7. shall comply with the terms and conditions of the grant and keep up with the standards of the scholarship or award;
- 8.1.8. must be given allowable travelling allowance based on EO 298
- 8.1.9. Upon completion of the scholarship, the scholar must render two years of service to URS for every year or a fraction thereof of scholarship. Failure to comply would mean refund to URS of the amount granted to him/her subject to appropriate computations. The same rule applies to those who avail of educational assistance.
- 8.1.10 shall immediately submit to the University, through the FSDC, their official transcript of the records or grades and certificate of

performance or its equivalent at the close of each quarter, term or semester;

8.1.11 shall return immediately to the Philippines and report to the University upon the termination of their scholarship. An extension of stay may be granted subject to the approval of their leave application; and

8.1.12 shall submit a post-training feedback report within fifteen (15) days after their return to duty to the President and an interview with the USC Chairman.

8.2. University Scholarships and Financial Assistance –Scholarship and financial assistance extended to the faculty by the University. Full-time and part-time scholarships are awarded to faculty members who pursue graduate studies in accredited/recognized private HEIs or other SUCs.

8.2.1. FULL TIME SCHOLARSHIP – This scholarship is given to a faculty / staff member who qualifies for master / doctoral program sponsored by the university or any other sponsoring agency.

8.2.1.1 The recipient is entitled to a study leave based on the prescribed period for the completion of course. He will be covered by the terms and conditions stated in the scholarship contract.

8.2.1.2 The USC may grant the amount of tuition fee prescribed by the training agency/university with annual adjustment increase of 5%, a monthly transportation allowance and semestral break allowance of P1,500.00 within the duration of the program provided, that books purchased out of the allowance would be donated to the library after he / she finished the program

8.2.1.3 Scholars must render two years service obligation for every year granted.

8.2.1.4 Faculty and staff members on full-time scholarship are not allowed to participate in trainings and seminars both local and international.

8.2.2. PART-TIME SCHOLARSHIP – This will be available to faculty/staff members who belong to the following category:

8.2.2.1 Faculty/staff member who intends to take a course / special course considered as a priority need of the University in other University/College, a letter of request addressed to the USC with attached details of the course is required to avail of this scheme.

- 8.2.2.2 The USC may recommend granting the amount of tuition fee prescribed by the training agency / university with annual actual adjustment increase and the faculty/staff will be attending the course on Saturdays/Sundays. Re-enrolment of the same subject will not be paid by the University.
- 8.2.2.3 Granting of tuition and miscellaneous fee shall only be limited to the approved program of studies.
- 8.2.2.4 Faculty/staff member who wants to pursue graduate education program in the priority areas, provided he/she would teach/report to work regularly on weekdays and attend classes on weekends. Faculty on part-time scholarship shall carry a regular teaching load and should not take overload.

The USC may recommend the granting of monthly transportation allowance and semestral break allowance of P1,500.00 within the duration of the program provided the grantee would not go on study leave and that books purchased out of the allowance would be donated to the library after he/she finished the program.

- 8.2.2.5 Part-time Scholars who will intend to apply for Full-time Scholarship are subject to recommendation of the USC and approval of the President
- 8.2.2.6 Faculty / Staff members must render one year service obligations for every year granted.

8.2.3. THESIS/DISSERTATION FINANCIAL ASSISTANCE

- 8.2.3.1 Upon submission of the thesis / dissertation abstract, manuscript in soft copy, the University extends financial assistance to the faculty / staff members. Equivalent to the amount approved by the Administrative Council and the Board of Regents
- 8.2.3.2 Master’s Thesis Assistance (P20,000.00)  
Doctoral Dissertation (P30,000.00)
- 8.2.3.3 Faculty and staff on contractual Status may avail of the thesis/dissertation Financial Assistance provided that they have served six (6) semesters or three (3) years continuous service prior to the scholarship application;

8.2.4. FACULTY / EMPLOYEE DISCOUNT – This pertains to the Fifty (50%) percent discount on tuition fee given to a faculty/staff who will enroll in the graduate program of the University.



8.2.5. EMPLOYEE ENHANCEMENT PROGRAM – This program is for the Staff Personnel who wish to upgrade themselves by pursuing degree programs in the University.

8.2.5.1 This is open to permanent, casual, and contractual staff / employee who intend to pursue a college degree/ non-degree program in the University.

8.2.5.2 He/she would write a letter of intent to the FSDC for approval of the President

8.2.5.3 The staff/employee can take 15-unit load in a semester but maintain a weighted average of 2.5 and should not have a Failed or Dropped grade in any subject.

8.2.5.4 He/she should finish the course within six (6) years for four-year degree and three (3) years for non-degree program.

8.2.5.5 In case there is conflict between official time and schedule of classes, the employee should make necessary arrangements with the immediate supervisor and the HRMO.

8.2.5.6 The staff, as a student, when he/she is in the Campus / classroom should follow the University policies.

8.2.5.7 The staff / employee is entitled to free tuition fee, miscellaneous fee and book allowance of P 1,500.00 per semester.

8.2.5.8 Staff / employee must render the service obligation of one year per year granted.

8.2.6. EXPERT'S LICENSURE ASSISTANCE – This is offered to faculty / staff member who has finished a degree course, which requires a license and has intention to take review classes prior to taking the board/licensure exams.

This assistance is open to engineers, accountants, law graduates, and professionals in other field of study, which are the priority needs of the university.

8.2.6.1 A faculty / staff member who has the intention to enroll in review class prior to the board examination may apply for financial assistance to defray tuition fee expenses for the review classes and application fee for licensure examination.

8.2.6.2 The applicant may write an application letter to the FSDC and attach the corresponding details of the program he/she want to avail.

8.2.6.3 In case that the grantee did not pass the Licensure examination he/she will be given three years to pass the board examination on his/her personal expense or else shall be asked to refund previous privilege availed of.

8.2.7 SABBATICAL LEAVE FOR RESEARCH-is a leave of faculty or staff. It is a scheme which will enable the faculty/staff to take a period of study of time away from the substantive role at the University in order to undertake research. Research sabbatical scheme has the following applications:

- Contribution to the University research strategy;
- Quality and academic impact of potential output;
- Impact on the benefits to the economy, society, public policy, culture and quality of life

8.2.7.1 Period of Sabbatical Leave

The faculty and non-teaching employees may avail of sabbatical leave for a period of six (6) months to one (1) year, with pay, pursuant to the existing “Sabbatical Leave Program” of the University. A Sabbatical Leave Screening Committee shall evaluate recommended applications.

8.2.7.2 Forms of Sabbatical Leave

- Sabbatical Leave for Conducting Research
- Sabbatical Leave for Book Writing
- Sabbatical Leave for Development of Instructional Materials to Improve Instructional Manuals

8.2.7.3 Basic Requirements for Sabbatical Leave

- Rank of Associate Professor or Chief of a unit, if a non-teaching employee and at least Salary Grade 18
- Permanent appointment
- Has completed at least two (2) researches duly recognized by the University
- Seven (7) years of continuous service in the University
- Has Very satisfactory performance for the three ratings.

8.2.7.4 Not over 63 years at the time of application or grant. In no case the sabbatical leave shall be granted to a faculty who shall retire within two (2) years upon return to active service.

8.2.7.5 Committee for Sabbatical Leave for Research

A Sabbatical Leave for Research Screening Committee shall be composed of the following:

Chair	:	VP for RDEP
Vice Chair	:	VP AA/ VP AF
Member	:	3 Research Specialists on the Discipline of the Applicant

8.2.7.6 Functions of Sabbatical Leave Screening Committee

- Shall deliberate on the relevance of sabbatical assignment to University thrusts and priorities and recommend to the University President for approval.
- The Committee shall recommend the distribution of slots among the colleges, institutes, centers, or division such that a particular college, institute, center or division will not be allotted two (2) slots successively.

8.2.7.7 Procedures for Screening of Sabbatical Leave Application

- The Employee must submit application letter to the immediate supervisor stating the purpose of sabbatical leave; duration of leave; plan of work stating activity and timetable.
- Department/ College/ Institute/ Office must recommend and submit justifications to support the proposed sabbatical leave output, together with the HRD Plan/ Sabbatical Leave Schedule that included the applicant to undertake sabbatical leave assignment within the specified period.

8.2.7.8 Obligations of Sabbatical Leave Grantees

- Upon approval of the President and confirmation by the Board of Regents, the grantee shall submit sabbatical leave contract under oath and clearance from money and property responsibilities prior to the effectivity of the sabbatical leave.
- Leave grantee shall submit progress report to the University President through the Sabbatical Leave Screening Committee to support his/her claim for payment of salaries and benefits.
- Upon completion of the sabbatical leave plan, the employee shall present his/ her output and re-entry plan to the college, institute, or division concerned indicating how the output will benefit the University.
- The sabbatical leave shall not be taken as a way out or for employees to look for employment elsewhere.

8.3. CIVIL SERVICE COMMISSION LOCAL SCHOLARSHIP PROGRAMS (CSC-LSP)

This CSC-LSP shall consist of the following:

- 8.3.1. LSP FOR BACHELOR'S DEGREE COMPLETION (BDC) – This program refers to the completion of the academic requirements for a Bachelor's Degree and shall be available to those who need only one (1) more year to study to obtain the degree.
- 8.3.2. LSP FOR MASTER'S DEGREE COURSE (MDC) – This program refers to (a) the pursuit of a one (1) year master's degree course in a chosen field of study relevant to the needs of the agency; or (b) the completion of the academic requirements for a master's degree.
- 8.3.3. LSP FOR SKILLED WORKERS IN THE GOVERNMENT (SWG) – This program refers to skills upgrading for 1<sup>st</sup> level positions in the clerical, trades, and crafts. It aims to equip employees with working knowledge of new developments and innovations in their areas of work; upgrade existing skill levels in government; and enhance capabilities, which will allow expanded career paths for rank-and-file employees. This program includes.

8.3.3.1 Clerical Development Course

8.3.3.2 Automotive / Land Transport / Vehicle Maintenance / Auto/Diesel Mechanic; Electricity; Refrigeration and Air Conditioning; Building Maintenance/ Construction Trades; Electronics and Telecommunications; Audio-Visual Aids Equipment Operation and Maintenance/Photography; Microcomputer Repair Servicing; Foremanship Training; and Gas/ARC Welding.

9. COMMON PROVISIONS ON LOCAL AND FOREIGN SCHOLARSHIPS

The following provisions shall apply to both local and foreign scholarships:

9.1 EFFECTS OF ADMINISTRATIVE CASES

- 9.1.1. When the scholars are formally charged prior to enrollment with an administrative offense where the penalty is dismissal, they shall be automatically disqualified to avail themselves of the grant.
- 9.1.2. When a formal charge is filed after enrollment, the scholars shall be allowed to continue their studies, unless the charge is for a grave offense and the probable cause is strong.
- 9.1.3. When the scholars are subsequently found guilty of an administrative offense and dismissed from a service, they shall refund to the University all expenses incurred, all salaries and allowances received while studying.

9.2 EFFECTS OF INCOMPLETE OR FAILING GRADES OF THE SCHOLARS

- 9.2.1. If the scholars receive an incomplete grade in a particular subject in the semester or term, they shall still be allowed to avail themselves of the scholarship grant for the next semester, or summer term. Completion of the requirements must be undertaken within six (6) months after each semester or summer term; otherwise, the scholars shall refund to the University all expenses incurred, all salaries and allowances received.
- 9.2.2. In case the scholars receive a failing grade in any subject the scholarship grant shall be discontinued and they shall refund to the University all expenses incurred, all salaries and allowances received for the period covered.

9.3 EXTENSION OF SCHOLARSHIP – Extension of one-semester may be allowed provided that there are justifiable reasons and request is filed at least two (2) months before the effectivity of the request.

9.4 EFFECTS OF DISCONTINUANCE OF STUDIES – In any case the scholars discontinue their studies or fail to complete the course due to their own fault of willful neglect or other causes within their control, they shall: (1) refund to the University all expenses incurred, all salaries and allowances received for the period covered; and (2) be barred from participating in future scholarship examinations or assessment processes.

9.5 EFFECTS OF FAILURE OF SCHOLARS TO RENDER SERVICE OBLIGATION – In case the scholars fail to render the service obligation stipulated in the contract through their own fault or willful neglect, resignation, voluntary separation or transfer to the private sector, they shall refund to the University the full amount actually defrayed for their study grant and all salaries and allowances received for the period covered. However, even if the transfer is to another government agency, the scholar shall still be obliged to refund to the University all salaries, benefits, and allowances received for the duration of the scholarship.

9.5.1 In case of failure to render the required service obligation or restitution of the expenses incurred the University shall prosecute the employee for administrative and civil liability. All litigation expenses shall be borne by the grantee.

For scholars who have rendered at least fifty percent (50%) of the total service obligation in the University, they shall refund only a proportionate amount of the salaries and allowances received in accordance with the following formula:

$$\frac{R}{x \text{ TCR}} = \frac{\text{SOR}}{\text{SOR}}$$

R	=	Refund
SOR	=	Service Obligation Required
SOS	=	Service Obligation Served
TC	=	Total Compensation Received

9.5 EFFECTS OF LEAVE OF ABSENCE – In case the scholars take a leave of absence due to unavailability of subjects or other reason beyond their control, they shall return to work and assume all duties and responsibilities of their position.

The duration of leave shall be deducted from the contract period provided there is an approved leave of absence from the University/College where the scholar is enrolled.

**10. EFFECTIVITY** – These policies and guidelines shall take effect upon this approval.

## **GUIDELINES AND PROCEDURE ON THE RENDITION OF OVERTIME WITH PAY OF URS NON-TEACHING PERSONNEL**

Pursuant to the provisions of National Budget Circular 10-96 entitled "Guidelines and Procedures on the Rendition of Overtime Services with Pay of Government Personnel," the guidelines and procedures on the rendition of overtime with pay of URS non-teaching personnel is hereby established for the guidance of all concerned.

1. Work activities for which services with pay maybe authorized as follows:
  - 1.1 Seasonal work such as budget and annual reports preparation to meet scheduled deadline;
  - 1.2 Preparation of financial/accountability reports required by central monitoring agencies like the Congress of the Philippines, Senate, Office of the President, Department of Budget and Management, Commission on Audit, Commission on Higher Education and the like;
  - 1.3 Preparation of report of collection and deposits during enrollment period;
  - 1.4 Implementation of special programs/projects with specific completion dates which are in addition to the personnel's regular duties;
  - 1.5 Service rendered by the drivers, security guards and other immediate staff of officials authorized to have such support when they are required to keep the same working hours as their supervisors; (CSC Resolution No.93-4066 entitled Security Guards are entitled to overtime pay in excess of 40 hour work in a week in line with Section 10 Rule XVII of the Omnibus Rules Implementing Book V of Executive Order 292);
  - 1.6 Completion of work which cannot be met within regular working days and hours as the rendition of overtime service cannot be dispensed without causing unnecessary delay in any government activity.
2. Only the personnel listed in the letter of request shall be allowed to render overtime work, but not exceed 50% of the total work force at any given time.
3. Overtime services with pay shall not be allowed in the following cases:
  - 3.1 Those rendered on Saturdays and Sundays if the employee was absent on the preceding Friday;
  - 3.2 Those rendered during Holidays if the employee was absent on the preceding day;

- 3.3 Those rendered during regular working day if the employee was late or has incurred undertime, regardless of the number of minutes lost due to tardiness or undertime.
4. The following are not allowed to claim overtime pay:
  - 4.1 An officer or employee who is on travel status shall not be allowed to collect overtime pay; and
  - 4.2 Official and employees who are on detail to other workstations on a temporary period shall not be allowed to render overtime in favor of their original workstation.
5. Request for overtime shall state the following:
  - 5.1 Purpose – the purpose must be specific;
  - 5.2 Duration – The duration shall be definite but shall not exceed two (2) months or extend beyond the end of the calendar year;
  - 5.3 List of employees – The names, position and assigned tasks of those who will render overtime shall be enumerated. The number shall be justifiable considering the expected output and time allowed to finish the job. The position of those listed and their assigned duties and responsibilities shall be directly related to the work to be done; and
  - 5.4 Justification – It shall show the urgency and necessity of the overtime services and the adverse consequences if the same are not rendered.
6. Overtime services with pay during ordinary working days shall not exceed two (2) hours, except in highly important and exceptional cases, as determined and authorized by this Office, in which case overtime service with pay may extend the two-third period.
7. Overtime services shall start from 5:30 p.m. to 7:30 p.m. during regular working days and from 8:00 a.m. to 12:00 noon from 1:00 p.m. to 5:00 p.m. during Saturdays, Sundays and holidays. Any deviation from this shall require recommendation of superior and approval of the University President.
8. Overtime work requiring skilled labor or field work like repairs of facilities/work performed and those essential in the various income generating projects of the university shall be performed only by persons/utility workers directly involved in the activity. Services which are supervisory in nature shall be allowed payments but not to exceed two (2) hours.
9. Overtime services not less than one full hour on any day shall not be included in counting the number of hours rendered subject to compensation.



10. The overtime pay of an employee shall be computed on the basis of actual monthly basic monthly salary but shall not exceed fifty percent (50%) of the employee annual basic salary.
11. Procedure in the filing of Request for Authority to render overtime services with pay:
  - 11.1 The head of the requesting unit shall file the request with the Office of Administrative Officer or Financial Management Officer and Campus Director stating therein the purpose, the nature and scope of work, duration, the specific reports to be accomplished, the personnel that will be involved in the activity and the justification;
  - 11.2 The Administrative Officer (AO) or the Financial Management Officer and the Campus Director as the case may be shall endorse the request to the Vice President for Administration and Finance after thoroughly determining the necessity and urgency of the overtime work and after coordination with the Budget Officers as to funding availability. The AO or the FMO will assign a control number on the request. Request without control number and endorsement of AO or FMO will not be forwarded to the VP for Administration and Finance for recommendation to the University President;
  - 11.3 Overtime service with pay shall commence only upon the approval of the President. Specific days which are not included in the approved authority shall not be included in the computation and shall be converted to service credits.
12. The Campus Director, Administrative Officer, Financial Management Officer, Vice President for Administration and Finance shall be held responsible for the payment of overtime pay not properly endorsed by the immediate superior and officially approved by the Office of the President.

## **POLICY ON THE GRANT OF SERVICE CREDITS**

Pursuant to the provisions of Civil Service Commission Circular No. 41, s. 1998 otherwise known as “Omnibus Rules on Leave” and as approved by the University Administrative Council through Resolution No. 022-129-06 and Resolution No. 03, s. 2014, the policy on the grant of service credits is hereby established for the guidance of all concerned.

### **1. TEACHERS’ LEAVE**

- 1.1 Teachers shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP of 70 days of summer vacation plus 14 days Christmas vacation). A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than 1 and 1/2 days is entitled to 84 days of proportional vacation pay. (CSC MC No.41, s.1998)

### **2. VACATION SERVICE CREDITS FOR TEACHERS**

- 2.1 Teachers’ vacation service credits refer to the leave credits earned by faculty for services rendered on activities during summer and Christmas vacations, as authorized by proper authority. These vacation service credits are used to offset absences of the faculty due to illness or to offset proportionate deduction in vacation salary due to absences for personal reasons or late appointment (CSC MC No. 41, s. 1998)

### **3. PROPOSAL FOR THE GRANT OF SERVICE CREDIT TO FACULTY**

Regular faculty on Teacher Leave basis shall be granted service credits on the following conditions:

- 3.1 Services rendered are directly not related to teaching assignment. e.g. services on enrolment during summer;
- 3.2 Services rendered in a special project with less than 15 days duration and which requires output;
- 3.3 Special Committee work such as: Technical Working Group (TWG) approved by the President.
- 3.4 Teaching overload not compensated by honoraria. The number of hours shall be converted to Service Credits which is 6 hours equivalent to 1 day service credit;
- 3.5 Services rendered during registration and election days as long as these are mandated duties under existing laws;

- 3.6 Services rendered during unforeseen events / or emergency in nature; and
- 3.7 The grant shall not exceed 15 days for the whole duration of the services during summer. However, more number of days can be given if the assignment given requires such.

**Procedure in the Grant of Service Credits**

- 1. Institute Head / Dean requests for the services accompanied by a work plan.
- 2. The Campus Director and the Vice president concerned recommend approval.
- 3. The President approves / disapproves request.

**Document / requirement to be accomplished / submitted after completion of vacation service**

- 1. Accomplishment reports
- 2. Duly signed Daily Time Record (DTR) / Chronolog Time Record; and
- 3. Certification of proper authority.

IMPLEMENTING GUIDELINES FOR SELF-LIQUIDATING PROGRAM

The University of Rizal System Executive Council through Resolution No. 40, s. 2008 and Administrative Council Resolution No. 03, Series of 2014 have approved the Implementing Guidelines for Self-liquidating Program for the guidance of all concerned.

1. For Regular Students

1.1 Definition

Self-Liquidating Program (SLP) is a special class wherein subject/s is are requested by the student or group of students due to the following reasons:

- The subject requested is not offered during the regular semester
- The students requesting the subject are graduating during the school year

Subject under SLP is considered as tutorial class wherein the faculty and the students will make necessary arrangements on the number of meetings they will have and other activities to be completed to offset the required number of hours per semester.

1.2 Schedule of Fees and Number of Teaching Hours

Students enrolled under SLP shall pay the tuition fee under the following schemes:

A. Three (3) unit subject

No. of students	No. of contact hours	Total Amount of Fee*
Below 5	27	Php 4,900.00
6-9	36	6,500.00
10-17	54	9,700.00
18 and above	54	Php 180/unit

B. 5-6 Unit Subject (Lecture only) 3 Unit Subject with Laboratory

No. of students	No. of contact hours	Total Amount of Fee*
Below 5	45 hours	Php 8,100.00
6-9	60 hours	10,800.00
10-14	90 hours	16,200.00
15 and above	90 hours	Php 180/unit

C. 5-6 unit Subject with Laboratory

No. of students	No. of contact hours (9 teaching hrs/week is equivalent to 7.5 hours/week)	Total Amount of Fee*
Below 5	81 hours (9 weeks)	Php 12,200.00
6-9	108 hours (12 weeks)	16,200.00
10-22	162 hours (18 weeks)	24,300.00
23 and above	162 hours	Php 180/unit

\*Computed based on Php100.00/hour rate

- 1.2.1 The tuition fee per subject shall be divided equally among the number of students enrolled in the subject.
- 1.2.2 The tuition fee is intended for the honorarium/honoraria of lecturer. The excess goes to administrative expenses and use of facilities and equipment.
- 1.2.3 The student requesting the subject under SLP shall follow the registration/enrolment procedure.
- 1.2.4 The student is allowed to enroll up to three (3) subjects only under SLP in a semester.
- 1.2.5 Payment of fees shall be paid to the campus cashier who shall issue an official receipt. Cash shall be deposited to an authorized government depository bank and shall be disbursed through a voucher following the basic requirements applicable to all classes of disbursement.
- 1.2.6 Faculty assigned to handle SLP classes shall be paid honoraria for the services rendered based on the prevailing rate provided such teaching assignment is beyond the regular faculty workload.
- 1.2.7 Payment of honoraria shall be made at the end of the semester through payroll.
- 1.2.8 The student who is enrolled under SLP scheme only shall also pay the miscellaneous fees and all other fees.
- 1.2.9 The amount of fees may increase depending on the prevailing conditions.

2. For Non-Regular Students

2.1 Definition

Self-Liquidating Program is a special class wherein the subject or course requested shall be exclusively offered to student/s requesting such as professional and career employees.

For a three (3) unit course, each student shall pay Five Thousand Pesos (Php5,000.00). There shall be a minimum of three students per course.

For a six (6) unit course, each student shall pay Ten Thousand Pesos (Php10,000.00). There shall be a minimum of three students per course.

- 2.1.1 The tuition fee is intended for the honorarium/honoraria of lecturer. The excess goes to administrative expenses and use of facilities and equipment.
- 2.1.2 Fees shall be paid to the campus cashier who shall issue an official receipt. Cash shall be deposited to an authorized government depository bank and shall be disbursed through a voucher following the basic requirement applicable to all classes of disbursement.
- 2.1.3 Payment of honoraria shall be made at the end of the semester through payroll.
- 2.1.4 The amount of fees may increase depending on the prevailing conditions.

## URS GRIEVANCE MACHINERY

In line with the Revised Policies on the Settlement of Grievance in Public Sector as contained in CSC Resolution No. 010113 dated January 10, 2001 and implemented through CSC Memorandum Circular No. 02, s. 2001 and through Board of Regents Resolution No. 10-104-04, the University of Rizal System adopts the Grievance Machinery.

### 1. Basic Policies

- 1.1 A grievance shall be resolved expeditiously at all times at the lowest possible level in the University of Rizal System. However, if not settled at the lowest possible level, an aggrieved party shall present his or her grievance step by step following the hierarchy of positions.
- 1.2 The university shall establish grievance machinery that is the best way to address between or among officials and faculty members/employees.
- 1.3 The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and blessed action on the grievance.
- 1.4 Grievance proceedings shall not be bound by legal rules and technicalities. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.
- 1.5 A grievance shall be presented verbally or in writing in the first instance by the aggrieved party to his or her immediate supervisor. The latter shall, within three (3) working days from the date of presentation, inform verbally the aggrieved party of the corresponding action.

If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.

- 1.6 Grievance refers to work related issues giving rise to faculty/employee dissatisfaction. The following cases shall be acted upon through the grievance machinery:
  - 1.6.1 Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and other related terms and conditions;

- 1.6.2 Non-implementation of policies, practices and procedures which affects faculty members and employees from recruitment to promotion, detail, transfer, retirement, termination, law-off and other related issues that affect them;
  - 1.6.3 Physical working conditions;
  - 1.6.4 Interpersonal relationships and linkages;
  - 1.6.5 Protest on appointments; and
  - 1.6.6 All other matters giving rise to faculty member and employee dissatisfaction and discontentment outside of those cases enumerated in Item No. 6.
- 1.7 The following cases shall not be acted upon through the grievance machinery:
  - 1.7.1 Disciplinary cases which shall be resolved pursuant to the uniform Rules on Administrative Cases;
  - 1.7.2 Sexual harassment cases as provided for in RA 7977; and
  - 1.7.3 Union-related issues and concerns
- 1.8 Only permanent officials, faculty members and employees whenever applicable shall be appointed or elected as members of the grievance committee. In the appointment or election of the committee members, their integrity, probity, sincerity and credibility shall be considered.
- 1.9 The University shall establish separate committees, a University Grievance committee and Campus Grievance Committee;
  - 1.9.1 The University Grievance Committee shall be composed of the following:
    - 1.9.1.1 The University President or his/her authorized representative as Chairperson.
    - 1.9.1.2 The following shall serve as members of the University Grievance Committee
      - Vice-President for Administration and Finance
      - The Human Resource Management Officer



- Two (2) representatives from the Faculty Federation
- Two (2) representatives from Staff or Employees Association

1.9.2 The Campus Grievance Committee shall be composed of the following:

1.9.2.1 The Campus Director as Chairman;

1.9.2.2 The following shall serve as members of the Campus Grievance Committee:

- Heads of Institute or their equivalent position;
- Two (2) representatives from the Faculty Association;
- Two (2) representatives from the Staff or Employees Association

The faculty member representatives shall participate in the resolution of the grievance of the faculty, while the employee representatives shall participate in the resolution of grievance of employee or staff member.

- 1.10 The University President shall ensure equal opportunity for men and women to be represented in the grievance committee.
- 1.11 The URS Grievance Committee shall develop and implement pro-active measures that would prevent grievance, such as faculty/employee assembly which shall be conducted at least once every quarter, “talakayan” counseling, HRD interventions and other similar activities.
- 1.12 The personnel unit, in collaboration with the agency grievance committee, shall conduct a continuing information drive on grievance machinery among the officials, faculty members and employees.
- 1.13 The grievance committee may conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation. Provided, however, that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to top management.

- 1.14 A grievance may be elevated to the Civil Service Commission Regional Office concerned only upon submission of a Certification on the Final Action on the Grievance (CFAG) issued by the grievance committee. The CFAG shall contain, among other things, the following information: history and final action taken by the university on the grievance.
- 1.15 The personnel unit of the agency shall extend secretariat services to the grievance committee.
- 1.16 The grievance committee shall establish its own internal procedures and strategies. Membership in the grievance committee shall be considered part of the members' regular duties.
- 1.17 The grievance committee shall submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office.
- 1.18 Supervisors or officials who refuse to take action on a grievance brought to their attention shall be liable for neglect of duty in accordance with existing civil service law, rules and regulations.
- 1.19 The University Grievance Machinery shall be submitted to the Civil Service Regional Office for approval. Subsequent amendment shall be subject to CSC approval and shall take effect immediately.

## **2. Objectives**

### **2.1 General**

Create a work atmosphere conducive to good-supervisor-faculty/employee relations and improved faculty/employee morale.

### **2.2 Specific**

- 2.2.1 Activate and strengthen university's existing grievance machinery;
- 2.2.2 Settle grievances at the lowest possible level in the organization, and;
- 2.2.3 Serve as catalyst for the development of capabilities of personnel on dispute settlement especially among supervisors of the university.

### **3. Scope**

The Grievance Machinery applies to all officials, faculty members and employees of the University.

### **4. Definition of Terms**

- 4.1 Accredited or Recognized Employee Union – an employee union accredited pursuant to Executive Order No. 180 and its Implementing Rules and Regulations.
- 4.2 Bilis Aksyon Partner – is the counterpart Action Officer of the Civil Service Commission under the Mamamayan Muna Program in every agency pursuant to CSC MC No. 3, s. 1994
- 4.3 Grievance – a work-related discontentment or dissatisfaction which had been expressed verbally or in writing and which, in the aggrieved faculty's/employee's opinion, has been ignored or dropped without due consideration.
- 4.4 Grievance Machinery – a system or method of determining and finding the best way to address the specific cause or causes of a grievance.
- 4.5 Public Sector Labor Management Council (PSLMC) – the Council responsible for the promulgation, implementation and administration of the guidelines for the exercise of the right of government employees to organize pursuant to Executive Order No. 180.

### **5. Application of Grievance Machinery**

The following instances shall be acted upon through the grievance machinery:

- 5.1 Non-implementation of policies, practices, and procedures on economic and financial issues and other terms and conditions of employment fixed by law, including salaries, incentives, working hours, leave benefits such as delay in the processing of overtime pay, unreasonable withholding of salaries and inaction on application for leave;
- 5.2 Non-implementation of policies, practices, and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-off, and other related issues that affect them, such as failure to observe selection process in appointment, and undue delay in the processing of retirement papers;

- 5.3 Inadequate physical working conditions such as lack of proper ventilation in the workplace, and insufficient facilities and equipment necessary for the safety and protection of faculty members/employees whose nature and place of work are classified as high risk or hazardous;
- 5.4 Poor interpersonal relationships and linkages such as unreasonable refusal to give official information by one faculty/employee to another;
- 5.5 Protest on appointments; and
- 5.6 All other matters giving rise to faculty/employee dissatisfaction and discontentment outside of those cases enumerated above.

The following cases shall not be acted upon through the grievance machinery:

- Disciplinary cases which shall be resolved pursuant to the Uniform Rules on Administrative Cases;
- Sexual harassment cases as provided for in RA 7877; and
- Union-related issues and concerns.

## **6. Grievance Procedures**

The Procedures for seeking redress of grievances shall be as follows:

- 6.1 Discussion with immediate Supervisor. At the first instance, a grievance shall be presented verbally or in writing by the aggrieved party to his or her immediate supervisor.

The supervisor shall inform the aggrieved party of the corresponding action within three (3) working days from the date of presentation.

Provided, however, that where the object of the grievance is the immediate supervisor, the aggrieved party may bring the grievance to the next higher supervisor.

- 6.2 Appeal to the Higher Supervisor. If the aggrieved party is not satisfied with the verbal decision, he or she may submit the grievance in writing, within five (5) days to the next higher supervisor who shall render his or her decision within five (5) working days from receipt of the grievance.

- 6.3 Appeal to the Grievance Committee. The decision of the next higher supervisor may be elevated to the grievance committee within five (5) working days from receipt of the decision of the next higher supervisor.

The Grievance Committee may conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render decision within five (5) working days after the investigation. Provided, however, that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to top management.

- 6.4 Appeal to Top Management. If the aggrieved party is not satisfied with the decision of the grievance committee, he or she may elevate his or her grievance within five (5) working days from receipt of the decision through the committee to top management who shall make the decision within ten (10) days after the receipt of the grievance. Provided, however, that where the object of the grievance is top management, the aggrieved party may bring his or her grievance directly to the Civil Service Commission Regional Office.

- 6.5 Appeal to the Civil Service Commission Regional Office. If the aggrieved party is not satisfied with the decision of the top management, he or she may appeal or elevate his or her grievance to the Civil Service Commission Regional Office concerned within fifteen (15) working days from the receipt of such decision. Together with the appeal, the aggrieved party shall submit a Certification on the Final Action on the Grievance (CFAG). The Civil Service Regional Office shall rule on the appeal in accordance with existing civil service law, rules and regulations.

## **7. Grievance Committee**

The University shall establish a University Grievance Committee and Campus Grievance Committee. The composition and responsibilities are as follows:

### **7.1 Composition:**

Only permanent officials and faculty members/employees shall be appointed or elected as members of the grievance committee.

In the appointment or election of the committee members, their integrity, probity, sincerity and credibility shall be considered.

The University President shall ensure equal opportunity for men and women to be represented in the grievance committee.

The University Grievance Committee shall be composed of the following:

- The Vice-President for Academic Affairs as Chairman for Faculty
- The Vice-President for Administration and Finance as Chairman for Non-Teaching Staff.

The following shall serve as members of the University Grievance Committee:

- The Human Resource Management Officers
- Two (2) representatives from the Faculty Federation
- Two (2) representatives from Staff or Employees Association;

one from the first level position and one from the second level position;

The Campus Grievance Committee shall be composed of the following:

- The Campus Director as Chairman

The following shall serve as members of the Campus Grievance Committee:

- Heads of Institute or their equivalent position
- Two (2) representatives from the Faculty Association
- Two (2) representatives from the Staff or Employees Association one from the first level position and one from the second level.

The faculty member representatives shall participate in the resolution of the grievance of the faculty members, while the staff or employee representatives shall participate in the resolution of the grievance of staff or employee.

The HRD unit of the University/Campus shall extend secretariat services to the grievance committee.

## **7.2 Responsibilities**

In addition to finding the best way to address specific grievance, the committee shall have the following responsibilities:

- 7.2.1 Establish its own internal procedures and strategies. Membership in the grievance committee shall be considered part of the members' regular duties;
- 7.2.2 Develop and implement pro-active measures or activities to prevent grievance such as faculty/employee assembly which shall be conducted at least once every quarter, "talakayan", counseling and other HRD interventions;
- 7.2.3 Conduct continuing information drive on Grievance Machinery among officials, faculty members and employees in collaboration with the personnel unit.
- 7.2.4 Conduct dialogue between and among parties involved;
- 7.2.5 Conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation. Provided, however, that where the object of the grievance is the grievance committee, the aggrieved party may submit the grievance to top management.
- 7.2.6 Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved;
- 7.2.7 Issue Certification on the Final Action on the Grievance (CFAG) which shall contain among other things, the following information: history and final action taken by the University on the grievance; and
- 7.2.8 Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office IV-A.

8. Grievance Forms

8.1 Grievance Form

GRIEVANCE FORM

Date Filed:

Name of Aggrieved Party:

Section/Division/Office

Position Title/Designation

Aggrieved Party's Higher Supervisor

Nature/Subject of Grievance:

Action Desired:

Signature of Aggrieved Party

8.2 Grievance Agreement Form

GRIEVANCE AGREEMENT

Name of Parties to a Grievance

Nature of the Grievance

Steps Toward Settlement

Agreements Reached

We promised to abide by the above-stated agreement.

Agrieved Party

Subject of Grievance

Chairman, Grievance Committee



8.3 Certificate of Final Action on the Grievance

CERTIFICATE OF FINAL ACTION ON THE GRIEVANCE

This certifies that the grievance filed by \_\_\_\_\_ on \_\_\_\_\_ has been acted upon by this Committee on \_\_\_\_\_.

Final Action Taken.  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Chairman, Grievance Committee

Date: \_\_\_\_\_

9. Effectivity

This Grievance Machinery shall take effect immediately upon approval by the Civil Service Commission Regional Office concerned.

10. Commitment

I hereby commit to implement the provisions of this Grievance Machinery and take necessary action in accordance with existing civil service law and rules against supervisors or officials who refuse to act on a grievance brought before their attention.

**ADMINISTRATIVE DISCIPLINARY RULES ON SEXUAL HARASSMENT  
CASES FOR UNIVERSITY OF RIZAL SYSTEM**

(Civil Service Commission Resolution No. 01-0940 dated May 21, 2001)

**RULE I.  
TITLE**

**Section 1.** These rules shall be known as the “Administrative Disciplinary Rules on Sexual Harassment Cases for University of Rizal System”.

**RULE II  
COVERAGE**

**Section 2.** These rules shall apply to all officials, faculty and staff members of the University of Rizal System, whether in the career or non-career service and holding any level of position.

**RULE III  
DEFINITION**

**Section 3.** For the purpose of these Rules, the administrative offense of sexual harassment is an act, or a series of acts, involving any unwelcome sexual advance, request or demand for a sexual favor, or other verbal or physical behavior of a sexual nature, committed by a government employee or official in a work-related, training or education related environment of the person complained of.

(a) Work-related sexual harassment is committed under the following circumstances;

- (1) submission to or rejection of the act or series of acts is used as a basis for any employment decision (including, but not limited to, matters related to hiring, promotion, raise in salary, job security, benefits and any other personnel action) affecting the applicant/employee; or
- (2) the act or series of acts have the purpose or effect of interfering with the complainant’s work performance, or creating an intimidating, hostile or offensive work environment; or
- (3) the act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a co-employee, applicant, customer, or word of the person complained of.

(b) Education or training-related sexual harassment is committed against one who is under the actual or constructive care, custody or supervision of the

offender, or against one whose education, training, apprenticeship, internship or tutorship is directly or constructively entrusted to, or is provided by, the offender, when:

- (1) submission to or rejection of the act or series of acts as a basis for any decision affecting the complainant, including, but not limited to, the giving of a grade, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration.
- (2) the act or series of acts have the purpose or effect of interfering with the performance, or creating an intimidating hostile or offensive academic environment of the complainant; or
- (3) the act or series of acts might reasonably expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a trainee, apprentice, intern, tutee or ward of the person complained of.

**Section 4.** Sexual Harassment may take place:

1. in the premises of the workplace or office or of the school or training institution;
2. in any place where the parties were found as a result of work or education or training responsibilities or relations;
3. at work or education or training-related social functions;
4. while on official business outside the office or school or training institution or during work or school or training-related travel;
5. at official conferences, fora, symposia or training sessions; or
6. by telephone, cellular phone, fax machine or electronic mail.

**RULE IV  
FORMS OR SEXUAL HARASSMENT**

**Section 5.** The following are illustrative forms of sexual harassment:

(a) Physical

- i. Malicious Touching;
- ii. Overt sexual advances;

- iii. Gestures with lewd insinuation.
- (b) Verbal, such as but not limited to, request or demands for sexual favors, and lurid remarks;
- (c) Use of objects, pictures or graphics, letters or writing notes with sexual underpinnings;
- (d) Other forms analogous to the forgoing.

#### **RULE V**

#### **PERSONS LIABLE FOR SEXUAL HARASSMENT**

**Section 6.** Any university official, faculty or staff members, regardless of sex, is liable for sexual harassment when he/she:

- (a) directly participates in the execution of any act of sexual harassment as defined by these Rules;
- (b) induces or directs another or others to commit sexual harassment as defined by these Rules;
- (c) cooperates in the commission of sexual harassment by another through previous or simultaneous acts.

#### **RULE VI**

#### **COMMITTEE ON DECORUM AND INVESTIGATION OF SEXUAL HARASSMENT CASES**

**Section 7.** A Committee on Decorum and Investigation (CODI) shall be created in the University of Rizal System. The Committee shall perform the following instructions:

- (a) Receive complains of sexual harassment;
- (b) Investigate sexual harassment complaints in accordance with the prescribed procedure;
- (c) Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
- (d) Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment;

Campus Committee on Decorum and Investigation (CODI) shall have the same functions as stated above and shall submit the report of investigation with its recommendation directly to the University President.

When a member of the Committee is the complainant or the person complained in a sexual harassment case, he/she shall be disqualified from being a member of the Committee.

**Section 8.** Composition. – The Committee on Decorum and Investigation (CODI) shall be composed of the following;

Vice President for Academic Affairs as Chair, Senior Faculty, Faculty Federation representative, Non-Teaching Staff Association representatives, Gender and Development (GAD) Coordinator, Student Federation representative and the Dean Concern as members.

The University HRMO shall serve as secretariat.

**Section 9.** The University may formulate its own rules governing the term of office of its members which should be more than two years, and other matters pertaining to the functions of the Committee not otherwise provided in these Rules.

#### **RULE VII PRE-FILING STANDARD OPERATING PROCEDURES IN ATTENDING TO VICTIMS OF SEXUAL HARASSMENT**

**Section 10.** The Pre-filing Stage. – The University may adopt mechanisms to provide assistance to an alleged victim of sexual harassment which may include counseling, referral to an agency offering professional help, and advice on options available before the filing of the complaint.

#### **RULE VIII STANDARD PROCEDURAL REQUIREMENTS**

**Section 11.** The procedural rules provided hereunder are the standard requirements in handling a sexual harassment case.

**Section 12.** Complaint.

(a) The complaint may be filed at any time with the University President, or with the Committee on Decorum and Investigation. Upon receipt of the complaint by the disciplining authority of the office or agency, the same shall be transmitted to the Committee on Decorum and Investigation, if there is any. In the absence of a Committee on Decorum and Investigation, the University President shall immediately cause the creation of Committee on Decorum and Investigation in accordance with the law and rules, and transmit the complaint to the Committee.

(b) The complaint must be in writing, signed and sworn to by the complainant. It shall contain the following:

1. the full name and address of the complainant;
2. the full name, address, and position of the respondent;
3. a brief statement of the relevant facts;
4. evidence, in support of the complainant, if any;
5. a certification of non-forum shopping.

In the absence of any one of the aforementioned requirements, the complaint shall be dismissed without prejudice to its refiling.

Where the complaint is not under oath, the complainant shall be summoned by the Committee to swear to the truth of the allegations in the complaint.

- (c) Complaints sent by telegram, radiogram, electronic mail or similar means of communication shall be considered non-filed unless the complainant shall comply with the requirements provided in Section 12(b) within ten (10) days from the receipt of the notice for compliance.
- (d) Withdrawal of the complaint at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation where there is obvious trust or merit to the allegations in the complaint or where there is documentary or direct evidence that can prove the guilt of the person complained of.

**Section 13.** *Action on the Complaint.* – Upon receipt of a complaint that is sufficient in form and substance, the Committee on Decorum and Investigation shall require the person complained of to submit a Counter-Affidavit/Comment under oath within three (3) days from receipt of the notice, furnishing a copy thereof to the complainant, otherwise the Counter-Affidavit/comment shall be considered as not filed.

**Section 14.** *Preliminary Investigation.* – A preliminary investigation shall be conducted by the Committee on Decorum and Investigation. The Investigation involves the *ex parte* examination of documents submitted by the complainant and the person complained of, as well as documents readily available from other government offices.

During the preliminary investigation, the parties may submit affidavits and counter-affidavits.

Upon receipt of the counter-affidavit or comment under oath, the Committee on Decorum and Investigation may now recommend whether a *prima facie* case exists to warrant the issuance of a formal charge.

During preliminary investigation, proceedings before the Committee on Decorum and Investigation shall be held under strict confidentiality.

**Section 15. *Duration of the Investigation.*** – A preliminary investigation shall commence not later than five (5) days from receipt of the complaint by the Committee on Decorum and Investigation and shall be terminated within fifteen (15) working days thereafter.

**Section 16. *Investigation Report.*** – Within five (5) working days from the termination of the preliminary investigation, the Committee on Decorum and Investigation shall submit the Investigation Report and the complete records of the case to the disciplining authority.

**Section 17. *Decision or Resolution After Preliminary Investigation.*** – If a *prima facie* case is established during the investigation, a formal charge shall be issued by the disciplining authority within three (3) working days from receipt of the Investigation Report.

In the absence of *prima facie* case, the complaint shall be dismissed within the same period.

**Section 18. *Formal Charge.*** – After finding a *prima facie* case, the University President shall formally charge the person complained of. The formal charge shall contain a specification of the charge(s), a brief statement of material or relevant facts, accompanied by certified true copies of the documentary evidence, if any, sworn statements covering the testimony of witnesses, a directive to answer the charge(s) in writing under oath in not less than seventy-two hours from receipt thereof, an advice for the respondent to indicate in his/her answer whether or not he/she elects a formal investigation of the charges(s), and notice that he/she is entitled to be assisted by a counsel of his/her choice.

If the respondent has submitted his/her comment and counter-affidavits during the preliminary investigation, he/she shall be given the opportunity to submit additional evidence.

The Committee on Decorum and Investigation shall not entertain requests for clarification, bills of particulars or motions to dismiss which are obviously designed to delay the administrative proceeding. If any of these pleadings is filed by the respondent, the same shall be considered as a part of his/her answer which he/she may file within the remaining period for filing the answer.

**Section 19. *Answer.*** – The answer which must be in writing and under oath, shall be specific and shall contain material facts and applicable laws, if any, including documentary evidence, sworn statements covering testimonies of witnesses, if there is any, in support of respondent's case. It shall also include a statement indicating whether he/she elects a formal investigation.

**Section 20. *Failure to File an Answer.*** – If the respondent fails or refuses to file his/her answer to the formal charge within seventy-two (72) hours from receipt thereof without justifiable cause, he/she shall be considered to have waived his right thereto and formal investigation may commence.

**Section 21. Preventive Suspension.** – Upon petition of the complaint or *motu proprio* upon the recommendation of the Committee on Decorum and Investigation at any time after the service of the Formal Charge to the respondent, the proper disciplining authority may order the preventive suspension of the respondent during the formal investigation, if there are reasons to believe that he/she is probably guilty of the charges which would warrant his/her removal from the service.

An order of protective suspension may be issued to temporarily remove the respondent from the scene of his/her misfeasance or malfeasance and to preclude the possibility of his/her exerting undue influence or pressure on the witnesses against him/her or tampering of documentary evidence on file with this office.

**Section 22. Duration of Preventive Suspension.** – When the administrative case against the respondent under preventive suspension is not finally decided by the disciplining authority within the period of ninety (90) days after the date of his/her preventive suspension, unless otherwise provided by special law, he/she shall be automatically reinstated into the service: *Provided*, that when the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of delay should not be included in the counting of the ninety (90) calendar days period of preventive suspension: *Provided, further*, That should the respondent be on paternity/maternity leave, said preventive suspension shall be deferred or interrupted until such time that said leave has been fully enjoyed.

**Section 23. Remedies from the Order of Prevention Suspension.** – The respondent may file a motion for reconsideration with the disciplining authority or may elevate the same to the Civil Service Commission by way of an appeal within (15) days from receipt thereof.

**Section 24. Conduct of Formal Investigation.** – Although the respondent does not request a formal investigation, one shall nevertheless be conducted by the Committee on Decorum and Investigation if it deems such investigation as necessary to decide the case judiciously.

The investigation shall be held not earlier than five (5) days nor later than ten (10) days from receipt of the respondent's answer. Said investigation shall be finished within thirty (30) days from the issuance of the formal charge or the receipt of the answer unless the period is extended by the disciplining authority in meritorious cases.

**Section 25. Pre-hearing Conference.** – At the commencement of the formal investigation, the Committee on Decorum and Investigation may conduct a pre-hearing conference for the parties to appear, consider and agree on any of the following:

- a. stipulation of facts;
- b. simplification of issues;



- c. identification and marking of evidence of the parties;
- d. waiver of objections to admissibility of evidence;
- e. limiting the number of witnesses, and their names;
- f. dates of subsequent hearings; and
- g. such other matters as may aid in the prompt and just resolution of the case.

The parties may submit position paper/memoranda and submit the case for resolution based on the result of the pre-hearing conference without any need for further hearing.

**Section 26. *Continuous Hearing Until Terminated; Postponement.*** – Hearings shall be conducted on the hearing dates set by the Committee on Decorum and investigation or as agreed upon during a pre-hearing conference.

Where no pre-hearing conference is conducted, the parties, their counsels and witnesses, if any, shall be given a notice of at least five (5) days before the first scheduled hearing specifying the time, date and place of the said hearing subsequent hearings. Thereafter, the schedule of hearings previously set shall be strictly followed without further notice. A party shall be granted only three (3) postponements upon oral or written requests. A further postponement may be granted only upon written request and subject to the discretion of the Committee on Decorum and investigation.

If the respondent fails to appear during the scheduled hearings despite due notice, the investigation shall proceed *ex-parte* and the respondent is deemed to have waived his right to present and to submit evidence in his favor during those hearings.

**Section 27. *Preliminary Matters.*** – At the start of the hearing, the Committee on Decorum and Investigation shall note the appearances of the parties and shall proceed with the reception of evidence for the complainant.

If the respondent appears without the aid of a counsel, he/she shall be deemed to have waived his/her right to counsel.

Before taking the testimony of a witness, the Committee on Decorum and Investigation shall place him/her under oath and then take his/her name, address, civil status, age, and place of employment.

**Section 28. *Appearance of Parties.*** – Any person representing any of the parties before any hearing or investigation shall manifest orally or in writing his/her appearance for either the respondent or complainant, stating his/her full name and exact address where he/she can be served with notices and other documents. Any pleading or appearance made without complying with the above stated requirements shall not be recognized.

**Section 29. Order of Hearing.** – Unless the Committee on Decorum and Investigation directs otherwise, the order of hearing shall be as follows:

- a. The complainant shall present evidence in support of the charge;
- b. The respondent shall then offer evidence in support of his/her defense;
- c. The complainant may then offer rebuttal evidence, and the respondent, sur-rebuttal evidence.

Every witness may be examined in the following order:

- a. Direct examination by the proponent;
- b. Cross-examination by the opponent;
- c. Re-direct examination by the opponent;
- d. Re-cross examination by the opponent.

A sworn statement of a witnesses, properly identified and affirmed by the witness before the Committee on Decorum and Investigation shall constitute his/her direct testimony.

When the presentation of evidence has been concluded, the parties shall formally offer their evidence either orally or in writing and thereafter objections thereto may also be made either orally or in writing. Thereafter, both parties may be given time to submit their respective memorandum which is no case shall be beyond five (5) days after the termination of the investigation. Failure to submit the memorandum within the given period shall be considered a waiver thereof.

**Section 30. Objections.** – All objections raised during the hearing shall be resolved by the Committee on Decorum and Investigation. However, objections that cannot be ruled upon by the Committee shall be noted with the information that the same shall be included in the memorandum of the concerned party to be ruled upon by the proper disciplining authority.

The Committee on Decorum and Investigation shall accept all evidence deemed material and relevant to the case. In case of doubt, the Committee on Decorum and Investigation shall allow the admission of evidence subject to the objection interposed against its admission.

**Section 31. Markings.** – All documentary evidence or exhibits shall be properly marked by letters (A, B, C, etc.) if presented by the respondent. These shall form part of the complete records of the case.

**Section 32. Request for Subpoena.** – If a party desires the attendance of a witness or the production of documents of things, he/she shall make a request for the issuance of the necessary subpoena, at least three (3) days before the scheduled hearing.

**Section 33. *Issuance of Subpoena.*** – The Committee on Decorum and Investigation may issue *subpoena ad testificandum* to compel the attendance of witnesses and *subpoena duces tecum* for the production of documents or objects.

**Section 34. *Records of Proceedings.*** – The proceedings of the formal Investigation must be recorded either through shorthand or stenotype or by any method.

**Section 35. *Effect of the Pendency of an Administrative Case.*** –The pendency of any administrative case shall not disqualify the respondent for promotion or from claiming maternity/paternity benefits. For this purpose, an administrative case shall be constructed as pending when the disciplining authority has issued a formal charge.

**Section 36. *Formal Investigation Report.*** – Within fifteen (15) days after the conclusion of the formal investigation, a report containing a narration of the material facts established during the investigation, the findings and the evidence supporting said findings, as well as the recommendations, shall be submitted by the Committee on Decorum and Investigation to the disciplining authority. The complete records of the case shall be attached to the Report of Investigation.

**Section 37. *When Case is Decisions.*** – A disciplining authority shall render his decision on the case within (30) days from receipt of the Report on Investigation.

**Section 38. *Finality of Decisions.*** – A decision rendered by heads of agencies where a penalty of suspension for not more than thirty (30) days or fine in an amount not exceeding thirty (30) days salary imposed, shall be final and executory. However, if the penalty imposed is suspension exceeding thirty (30) days of fine exceeding thirty (30) days salary, the same shall be final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal and no such pleading has been filed.

## **RULE IX. REMEDIES AFTER A DECISION**

**Section 39. *Filing of Motion for Reconsideration.*** – The party adversely affected by the decision may file a motion for reconsideration with the disciplining authority who rendered the decision within fifteen (15) days from receipt thereof.

**Section 40. *When Deemed Filed.*** – A motion for reconsideration shall be deemed filed on the date stamped on the official copy by the proper receiving authority, and in case it was sent by mail, on the date shown by the postmark on the envelope which shall be attached to the records of the case.

**Section 41. *Grounds for Motion for Reconsideration.*** – The motion for reconsideration shall be based on any of the following:

- a. New evidence has been discovered which materially affects the decision rendered; or
- b. The decision is not supported by the evidence on record; or
- c. Errors of law irregularities have been committed prejudicial to the interest of the movant.

**Section 42. *Limitation.*** – Only one motion for reconsideration shall be entertained.

**Section 43. *Effect of Filing.*** – The filing of a motion for reconsideration within the reglementary period of fifteen (15) days shall stay the execution of the decision sought to be reconsidered.

**Section 44. *Filing of Appeals.*** – Decisions of the University President imposing a penalty exceeding thirty (30) days suspension or fine in an amount exceeding thirty (30) days salary, may be appealed to the Commission Proper within a period of fifteen (15) days from the receipt thereof.

In case the decision rendered by the University President is appealable to the Commission, the same may be initially appealed to the department head and finally to the Commission Proper. Pending appeal, the same shall be executory except where the penalty is removal, in which case the same shall be executory only after confirmation by **Secretary Concerned**.

A notice of appeal including the appeal memorandum shall be filed with the appellate authority, copy furnished the disciplining office. The latter shall submit the records of the case, which shall be systematically and chronologically arranged, paged and securely bound to prevent loss with its comment, within fifteen (15) days, to the appellate authority.

**Section 45. *When Deemed Filed.*** – An appeal sent by mail shall be deemed filed on the date shown by the postmark on the envelope which shall be attached to the records of the case and in the case of personal delivery, the date stamped thereon by the proper office.

**Section 46. *Appeal Fee.*** – The appellant shall pay an appeal fee of Three Hundred Pesos (P300.00) and a copy of the receipt thereof shall be attached to the appeal.

**Section 47. *Perfection of an Appeal.*** – To perfect an appeal, the appellant shall within fifteen (15) days from receipt of the decision submit the following:

- a. Notice of appeal which shall specifically state the date of the decision appealed from the date of receipt thereof;
- b. Three (3) copies of appeal containing the grounds relied upon for the appeal, together with the certified true copy of the decision, resolution or order appealed from, and certified copies of the documents or evidences;

- c. Proof of service of a copy of the appeal memorandum to the disciplining office;
- d. Proof of payment of the appeal fee; and
- e. A statement or certification of non-forum shopping.

Failure to comply with any of the above requirements within the reglementary period shall be construed as failure to perfect an appeal and shall cause its dismissal.

**Section 48.** *Effect of Filing.* – An appeal shall not stop the decision from being executory, and in case the penalty is suspension or removal, the respondent shall be considered as having been under preventive suspension during the pendency of the appeal, in the event he wins the appeal.

**Section 49.** *When Case is Remanded for Violation of Respondent's Right to Due Process.* – If the case on appeal with the Commission Proper is remanded to the proper disciplining authority for further investigation, the said disciplining authority through the Committee on Decorum and Investigation shall finish the investigation within (3) calendar months from the date of receipt of the records from the Commission, unless the investigation is delayed due to the fault, negligence or petition of the person complained of, or an extension is granted by the Commission Proper in meritorious cases. The period of delay shall not be included in the computation of the prescribed period.

Within fifteen (15) days from the submission of the investigation report to disciplining authority, it shall render its decision. If, at the end of said period, the disciplining authority fails to decide the case, the Commission Proper shall vacate and set aside the appealed decision and declare the person complained of exonerated of the charge. If the person complained of is under preventive suspension, he shall be immediately reinstated.

The Civil Service Regional Office or the Office for Legal Affairs of the Civil Service Commission shall evaluate requests for the extension of formal investigation and grant the same on meritorious grounds. In disposing the requests, said office shall be guided by the principles of justice and fair play, provided, that the extension shall not be for more than twenty (20) days.

For this purpose, the Regional Director shall monitor the implementation of the CSC Resolution remanding the case to the proper disciplining authority for further investigation and submit a report to the Commission Proper.

**Section 50.** *Petition for Review.* – A complainant may elevate the decision of the disciplining authority dismissing a complainant for lack of *prima facie* case before the Commission Proper through a Petition for Review within fifteen (15) days from the receipt of said decision.

**Section 51.** *Petition for Review with the Court of Appeals.* – A party may elevate a decision of the Commission before the Court of Appeals by way of Petition for Review under Rule 43 of the 1997 Revised Rules of Court.

**Section 52.** *Petition for Certiorari.* – When the disciplining authority has acted without or in excess of jurisdiction, or with grave abuse of discretion amounting to lack or excess of jurisdiction and there is no appeal, nor any plain, speedy and adequate remedy in the ordinary course of law, a person aggrieved thereby may file a verified petition for certiorari in the proper court under Rule 65 of the Rules of Court.

## **RULE X. CLASSIFICATION OF ACTS OF SEXUAL HARASSMENT**

**Section 53.** *Sexual harassment is classified as grave, less grave and light offenses.*

A. Grave Offenses shall include, but are not limited to:

1. unwanted touching of private parts of the body (genitalia, buttocks and breast);
2. sexual assault;
3. malicious touching;
4. requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or grant of benefits or payment of stipend or allowance, and
5. other analogous cases.

B. Less Grave Offenses shall include, but are not limited to:

1. unwanted touching or brushing against a victim's body;
2. pinching not falling under grave offenses;
3. derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one's sexual orientation or used to describe a person;
4. verbal abuse with sexual overtones; and
5. other analogous cases.

C. The following shall be considered Light Offenses;

1. surreptitiously looking or staring a look of a person's private part or worn undergarments;
2. telling sexist/smutfy jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or, even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar;
3. malicious leering or ogling;
4. the display of sexually offensive pictures, materials or graffiti;
5. unwelcome inquiries or comments about a person's sex life;
6. unwelcome sexual flirtation, advances, propositions;
7. making offensive hand or body gestures at an employee;
8. persistent unwanted attention with sexual overtones;
9. unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver; and
10. other analogous cases.

#### **RULE XI. ADMINISTRATIVE LIABILITIES**

**Section 54.** The head of office who fails to act within fifteen (15) days from receipt of any complaint for sexual harassment properly filed against any employee in that office shall be charged with Neglect of Duty.

**Section 55.** Any person who is found guilty of sexual harassment shall, after the investigation, be meted the penalty corresponding to the gravity and seriousness of the offense.

**Section 56.** The penalties for light, less grave, and grave offenses are as follows:

A. For light offenses:

1<sup>st</sup> offense – Reprimand

2<sup>nd</sup> offense – Fine or suspension not exceeding thirty (30) days

3<sup>rd</sup> offense – Dismissal

B. For less grave offenses:



- 1<sup>st</sup> offense – Fine or suspension of not less than thirty (30) days and not exceeding six (6) months
- 2<sup>nd</sup> offense – Dismissal

C. For grave offenses: Dismissal

**Section 57.** If the respondent is found guilty of two or more charges or counts, the penalty to be imposed should be that corresponding to the most serious charge or count and the rest shall be considered as aggravating circumstances.

**RULE XII.**  
**DUTY OF THE AGENCIES OF THE GOVERNMENT**

**Section 58.** All national and local government agencies, state colleges and universities, including government-owned or controlled corporations with original charter, shall promulgate or modify their own rules and regulations in conformity with these Rules, in consultation with their employees, within six (6) months from the effectivity of this Resolution.

**Section 59.** All agencies of the government shall submit an authenticated copy of their rules and regulations of sexual harassment to the Commission for approval within one (1) month from the date of their promulgation. They shall likewise submit to the Commission a list of the members of their Committee on Decorum and Investigation immediately after its composition.

**Section 60.** All agencies of the government shall develop an education and training program for their officials and employees and the members of their Committee on Decorum and Investigation to increase understanding about sexual harassment, prevent its occurrence, and ensure proper investigation, prosecution and resolution of sexual harassment cases.

**Section 61.** The head of office who after six (6) months from the effectivity of this Resolution, fails to cause the promulgation or modification of the agency’s rules and regulations on sexual harassment in conformity with these Rules, shall be charged with the Neglect of Duty.

**RULE XIII.**  
**DUTY OF THE COMMISSION**

**Section 62.** The Commission, through its Field Offices, shall monitor the implementation of the directive to all government agencies to promulgate or modify, as the case may be, their rules and regulations on sexual harassment, as well as the conduct of the training programs as provided in Section 59 and 60.

**Section 63.** In case a complaint alleging acts constituting sexual harassment as defined herein is filed with the Commission, the same shall be remanded to the agency where the alleged offender is employed for appropriate action in accordance with their own rules and regulations on sexual harassment.



**Section 64.** The Civil Service Commission shall render technical assistance to agencies in the formulation of their rules and regulations on sexual harassment and the development and implementation of an intervention and prevention program on sexual harassment.

**RULE XIV.  
CASES DURING THE INTERVENING PERIOD**

**Section 65.** During the period when the agency is still in the process of promulgating or modifying its own rules and regulations on sexual harassment shall be administratively prosecuted, resolved and adjudicated based on these Rules.

**RULE XV.  
FORUM SHOPPING**

**Section 66.** Under the same set of ultimate facts, the filing of a complaint based on an agency's rules and regulations on sexual harassment shall preclude the filing of another administrative complaint under any other law.

**RULE XVI.  
REPEALING CLAUSE**

**Section 67.** Rules and Regulations and other issuances or parts thereof inconsistent with the provisions of these Rules are hereby repealed or modified accordingly.

## GOVERNING PRINCIPLES ON PROCUREMENT

The University of Rizal System adopts the following principle as stated in Sec. 3 of RA 9184, otherwise known as the Government Procurement Reform Act which states that “all procurement of the government, its departments, bureaus, offices and agencies including state universities and colleges, government-owned and controlled corporations, government financial institutions, and local government units, shall in all cases be governed by the following principles:

1. Transparency in the procurement process and in the implementation of the procurement contracts;
2. Competitiveness by extending equal opportunity to enable contracting parties who are eligible and qualified to participate in public bidding;
3. Streamlined procurement process that will uniformly apply to all government procurements. The procurement process shall be simple and made adaptable to advances in modern technology in order to ensure an effective and efficient method;
4. System of accountability where both the public officials directly or indirectly involved in the procurement process as well as in implementation of procurement contracts and the private parties that deal with the government are, warranted by circumstances, investigated and held liable of their actions relative thereto; and
5. Public monitoring of the procurement process and the implementation of awarded contracts with the end in view of guaranteeing that these contracts are awarded pursuant to the provisions of this Act and its implementing rules and regulations, and that all these contracts are performed strictly according to specifications.’

RA 9184 applies to the procurement of infrastructure projects, goods, consulting service, regardless of sources of funds, whether local or foreign, by all and instrumentalities of government, subject to the provisions of the Commonwealth Act No. 138 otherwise known as the “*Flag Law*”. Any treaty on international or executive agreement affecting the subject matter of the Act to which the Philippine Government is a signatory shall be observed.

### 1. Definition of Terms

- 1.1 Procurement.** Refers to the acquisition of goods, consulting services, and the contracting for infrastructure projects by the procuring entity. In case of projects involving mixed procurements, the nature of the procurement, i.e., goods, infrastructure projects, or consulting services, shall be determined based on the primary purpose of the contract. Procurement shall also include the lease of

goods and real estate. With respect to real property, its procurement shall be governed by the provisions of R.A. 8974 and other applicable laws, rules and regulations.

- 1.2 Procuring Entity.** Refers to any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the GOP (NGA), including GOCC, GFI, SUC and LGU procuring goods, consulting services and infrastructure projects.
- 1.3 Head of the Procuring Entity (Hope).** Refers to the governing board or its duly authorized official, for GOCCs, GFIs and SUCs.
- 1.4 Goods.** Refer to all items, supplies, materials and general support services, except consulting services and infrastructure projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services, such as, the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the procuring entity for such services. The term “related” or “analogous services” shall include, but not be limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the procuring entity.
- 1.5 Infrastructure Projects.** Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government.
- 1.6 Approved Budget for the Contract (ABC).** Refers to the budget for the contract duly approved by the Head of the Procuring Entity.
- 1.7 Bid.** Refers to a signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the Bidding Documents.
- 1.8 Bidder.** Refers to an eligible contractor, manufacturer, supplier, distributor and/or consultant competing for the award of a contract in any procurement by the GOP. A contractor, manufacturer, supplier, distributor or consultant is said to be eligible if it meets all the eligibility requirements issued by the procuring entity.

- 1.9 Bidding Documents.** Refer to the documents issued by the procuring entity as the basis for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the infrastructure projects, goods and/or consulting services required by the procuring entity.
- 1.10 PhilGEPS.** Refers to the Philippine Government Electronic Procurement System
- 11. BAC.** Refers to the Bids and Awards Committee; conduct pre-procurement and pre-bid conferences; determine the eligibility of prospective bidders; receive bids; conduct the evaluation of bids; undertake post-qualification proceedings; resolve motions for reconsideration; recommend award of contracts to the Head of the Procuring Entity or his duly authorized representative; recommend the imposition of sanctions in accordance with Rule XXIII; recommend to the Head of the Procuring Entity the use of Alternative Methods of Procurement.

## **2. Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) Preparation**

In all cases, procurement should be within the approved budget of the procuring entity. It should be meticulously and judiciously planned through the APP prepared, consistent with the government fiscal discipline measures. It should cover only those considered crucial to the efficient discharge of government functions formulated and revised in accordance with the guidelines of the IRR of R 9184.

### **2.1 Preparation of the PPMP**

The Campus Supply Officers or end-user units of the University are responsible in preparing and updating and updating their respective PPMPs based on their annual work and financial plan and internal operating budget (IOB). These units may avail of the services of technical experts to review their individual PPMPs which shall indicate the:

- 1.1.1 Type of items to be procures, whether goods, services or infrastructure projects;
- 1.1.2 Extent/size of contracts scope/packages;
- 1.1.3 Procurement method to be adopted;
- 1.1.4 Time scheduled for each procurement activity; and
- 1.1.5 Estimated budget for the general components of the contract.

### **2.2 Preparation of the APP**

All government procurement shall be undertaken in accordance with the approved APP. The procuring entity shall judiciously prepare

maintain and update its APP for all its procurement that shall include individual project and PPMP.

The BAC Secretariat of the university is responsible in consolidating the different PPMPs from the different campus for both the common-use and non-common-use items to form the University APP. The APP shall also include provisions for foreseeable emergencies based on historical records.

The updating of the individual PPMPs and the consolidated APP for each procuring entity shall be undertaken every six months or as often as necessary. Implementation of any project not included in the procuring entity's APP shall not be allowed unless otherwise approved by the Head of the Procuring Entity (HOPE)/University President

In the preparation of the APP, consider the following:

- Identify and categorize the items according to common-use and non-common-use and submit it to the BAC for appropriate action. Determine the most beneficial and advantageous mode of procurement to be adopted for non-common-use items.

### **3. Philippine Government Electronic Procurement System (PHILGEPS)**

The use of Information and Communication Technology (ICT) in the conduct of procurement procedures promotes transparency and efficiency. Accordingly, there shall be a single portal that will serve as the primary source of information on all government procurement which is the PhilGEPS. Further, the Government Procurement Policy Board (GPPB) is authorized to approve changes in the procurement process to adapt to improvements in modern technology, provided that such modifications are consistent with the provision of Section 3 © of IIR-A of R.A. 9184.

To take advantage of the significant built-in efficiencies and the volume discounts inherent in bulk purchasing, all procuring entities shall utilize the PhilGEPS in procuring common supplies in accordance with the rules and procedures to be established by the GPPB. With regard to the procurements of non-common use items, infrastructure projects and consulting services, the agency may hire service providers to undertake their electronic procurement provided these service providers meet the minimum requirements set by the GPPB.

In all instances, the procuring entity shall ensure that all procurement shall be advantageous to the government.

### **4. Procurement through DBM-PS**

For every supply, material and equipment needed by various offices of the University, an Agency Procurement Request (APR) shall be prepared by the BAC Secretariat in compliance with the requirements of DBM-PS and to be

approved by the University President or authorized representative. However, if the items are not available at the DBM-PS, a certificate of non-availability shall be attached to the Purchase Request (PR) with and approved authority to purchase. These documents will be submitted to the BAC for competitive bidding or other modes of procurement.

## 5. Modes of Procurement

**5.1 Competitive Bidding** – refers to a method of procurement which is open to participation by any interested party and undergoes the following process: pre-procurement conference, advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract. (For purposes of, and throughout, this IRRA the terms “Competitive Bidding” and “Public Bidding shall have the same meaning and shall be used interchangeably).

All procurement shall be done through competitive bidding subject to the existing laws, procedures, rules and regulation; except as provided for in Article 4 Section XVI of the Government Procurement Act.

## 5.2 Alternative Methods of Procurement

Upon resolution of the BAC and approval of the University President or his/her duly authorized representative, the procuring entity may resort to any of the following methods, provided that the conditions in the Government Procurement act (GPRA) shall be satisfied:

**Limited Source Bidding**, otherwise known as Selective Bidding is a method of procurement of goods and consulting services that involves direct invitation to bidders from a set of pre-selected suppliers or consultants with known experience and proven capability to comply with the requirements of a particular contract.

Limited source bidding may be resorted to under any of the following conditions:

- Procurement of highly specialized types of Goods and Consulting Services which are known to be obtainable only from a limited number of sources; or
- Procurement of major plant components where it is deemed advantageous to limit the bidding to known eligible bidders in order to maintain an optimum and uniform level of quality and performance of the plant as a whole.

**Direct Contracting** – Direct Contracting may be resorted to only in any of the following conditions:

- Procurement of goods of propriety nature which can be obtained only from the propriety source, i.e. when patents, trade secrets and copyrights prohibit others from manufacturing the same item;
- When the Procurement of critical components from a specific manufacturer, supplier or distributor is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of his contract; or
- Those sold by an exclusive dealer or manufacturer, which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government.

**Repeat Order** is a method of procurement that involved a direct Procurement of Goods from the previous winning bidder, whenever there is a need to replenish Goods procured under a contract previously awarded through competitive bidding.

Repeat Order should be subjective to post-qualification process prescribed in the Bidding Documents and provided that all the following conditions are satisfied:

- The unit price must be equal to or lower than that provided in the original contract;
- The repeat order does not result in splitting of requisitions or purchase orders;
- Except in special circumstances defined in the IRR, the repeat order shall be availed of only within six (6) months from the date of the Notice to Proceed arising from the original contract; and
- The repeat order shall not exceed twenty-five percent (25%) of the quantity of each item of the original contract.

**Shopping** – Shopping may be resorted to under any of the following instances:

- When there is an unforeseen contingency requiring immediate purchase: Provided, however, that the amount shall not exceed One Hundred Thousand Pesos (P100,000.00); or
- Procurement of ordinary or regular office supplies and equipment not available in the Procurement Service involving an amount not exceeding Five Hundred Thousand Pesos (P500,000.00): Provided, however, That the Procurement does not result in Splitting of Contracts: Provided, further, That at least three (3) price quotations from bona fide suppliers shall be obtained.



**Negotiated Procurement** is a method of procurement whereby the procuring entity directly negotiates a contract with a technically, legally and financially capable supplier, contractor or consultant. Negotiated Procurement shall be allowed only in various instances.

- In cases of two failed biddings, as provided in Sec. 35 of R.A. 9184.
- In case of imminent danger to life or property during the state of calamity, or when time is of the essence arising from natural or man-made calamities or other causes where immediate action is necessary to prevent damage to or loss of life property, or to restore vital public service(s), infrastructure facilities and other public utilities.
- Take-over of contracts, which have been rescinded or terminated for causes provided for in the contract and existing laws, where immediate action is necessary to prevent damage to or loss of life property, or to restore vital public services, infrastructure facilities and other public utilities.
- Where the subject contract is adjacent or contiguous to and ongoing infrastructure project as defined in the provided IRR, however, the original contract is the result of a competitive bidding the subject contract negotiated has similar or related scopes of work, it is within the contracting capacity of the contractor, the contractor uses the same prices or lower unit prices as in the original contract less mobilization cost, the amount involved does not exceed the amount of the ongoing project, and, the contractor has no negative slippage. Provided, further, that negotiations for the procurement are commenced before the expiry of the original contract. Whenever applicable this principle shall also govern consultancy contracts, where the consultants have unique experience and expertise to deliver the required service; or
- Subject to the guidelines specified in the IRR, purchases of goods, infrastructures and consulting services from another agency of the government, such as the Procurement Service of the DBM, should be in accordance with the Letters of Instruction No. 755 and Executive Order No. 358, s. 1989.
- Where the amount involved is Fifty Thousand Pesos (P50,000.00) and below;
- Small Value Procurement. Where the procurement does not fall under Shopping in Section 52 of this IRR and the amount involved does not exceed Five hundred thousand pesos (P500,000.00)
  - That the procurement does not result in splitting the contracts, as provided under Section 54.1 of the IRR-A of R.A. No. 9184



- That the procurement does not fall under Shopping in Section 53 of said IRR.

## **6. University Bids and Awards Committee**

The University of Rizal System shall have a single Bids and Awards Committee which shall be responsible for the procurement activity of the University.

### **6.1 BAC Composition**

- 6.1.1 The BAC shall be composed of a Chairman which will be at least third ranking official of the University.
- 6.1.2 A Vice chair which shall be at least fourth ranking official of the University with background on law and other government rules and regulation.
- 6.1.3 Regular member which shall be at least fifth ranking official of the University.
- 6.1.4 Provisional Members which shall be at least fifth ranking official of the University and with knowledge on procurement rules and regulation which shall also serve as a representative of the end user units.
- 6.1.5 The Bids and Awards Committee composition shall be at least 5 but not more than 7 members.

### **6.2 BAC Procedure**

#### **6.2.1 Purchase Request Preparation and Approval**

- 6.2.1.1 Purchase Request is prepared by respective Campus Supply Officer to ensure that the items requested are included in the APP.
- 6.2.1.2 The Purchase Request is submitted to the BAC Secretariat for numbering, however, only those with complete specifications shall be accepted by the Secretariat for numbering.
- 6.2.1.3 The P.R is then forwarded for budget office for funding and to the office of the VP for Administration and Finance for P.R with the total amount of below 50,000.00 and to the office of the University President for more than 50,000 pesos for approval.
- 6.2.1.4 All approved P.R's are returned to the BAC Secretariat pending action of the URS BAC.

6.2.1.5 The URS BAC conducts regular meeting every Thursday or as often as needed to finish the procurement at hand. During its regular meeting, the BAC acts on individual approved purchase request and determine the mode of procurement to be used.

6.2.1.6 After the determination of the mode of procurement, P.R's amounting to less than fifty thousand pesos (P50,000.00), are returned to the campus supply officers to secure quotations from suppliers.

6.2.1.7 For P.R's amounting to more than fifty thousand pesos, the RFQ is posted to the PhilGEPs for seven days to get the widest dissemination of RFQ to various suppliers.

6.2.1.8 For posted opportunities amounting to more than one hundred thousand pesos, proposals should be submitted in a sealed envelope and the BAC will open it during its regular meeting.

## **6.2.2 Abstract of Quotation Preparation**

6.2.2.1 Abstract of quotations is prepared by the BAC Secretariat to determine the lowest complying supplier for the procurement at hand.

6.2.2.2 It is reviewed and signed by all the members of the URS BAC.

6.2.2.3 No preparation of purchase order shall be undertaken without the signed Abstract of Quotation.

## **6.2.3 Purchase Order Preparation**

6.2.3.1 Purchase Order is prepared by the BAC Secretariat based on the signed abstract of quotations.

6.2.3.2 Purchase Order are serially numbered indicating the year, month and source of fund.

6.2.3.3 Purchase Orders are forwarded to the budget office for monitoring of amount and determination of account codes, to the accounting office for signature of the accountant and to the office of the University President for approval.

6.2.3.4 After approval, it is returned to the BAC Secretariat for receipt to suppliers of the university.

6.2.3.5 For opportunities posted to PhilGEPs, award is posted together with the copy of the approved P.O.

#### **6.2.4 Bidding Procedure**

6.2.4.1 Public bidding is conducted by the URS BAC for purchases amounting to more than five hundred thousand pesos (P500,000.00).

6.2.4.2 A pre-procurement conference is held to determine the completeness and readiness of the procurement at hand. Members of the TWG together with the Secretariat and end-user must be present during the conference.

6.2.4.3 The URS BAC uses the GPPB timeline to determine the dates of the posting, pre-bid, opening of bids and eligibility checking, post qualification and evaluation and the award of contract.

6.2.4.4 The invitation to bid is posted in the PhilGEPs and the University website for not less than 7 calendar days and published once in the leading newspaper. For acquisition amounting to less the Two million pesos (P2,000,000.00) for goods and Five million pesos for Infrastructure projects, publication to newspaper is not needed.

## **POLICY ON UPGRADING OF URS FACILITIES**

These policies as approved by the University Executive Council through Resolution No. 41, s. 2008 and University Administrative Council through Resolution No. 03, Series of 2014 have been defined with the support of existing rules and regulations of Republic Act 9184 known as the Government Procurement Reform Act, the Manual on Disposal of Government properties issued by the DBM (NBC No. 425, 1992) and COA (Memo No. 92-769, 1992) and other existing laws and regulations for the purpose of specific applications to the needs of the University of Rizal System.

### **1. Policy on Equipment Acquisition**

Before the acquisition of any equipment, the following process must be followed:

- 2.1 Evaluation and assessment of existing equipment of the holding of the entire University.
  - 2.1.1 Creation of the University Evaluation and Assessment Committee (UEAC)
  - 2.1.2 The Committee shall be composed of representatives from each discipline, i.e. Engineering, Information Technology, Arts and Sciences, etc.
  - 2.1.3 The conduct of the evaluation by the UEAC will be at the end of the second semester of every school year in conjunction with the annual Physical Inventory of the University.
  - 2.1.4 The Committee shall submit its report to the office of the University President indicating therein recommendations for repair, transfer and condemnation of equipment and facilities.
- 2.2 Transfer of facilities and equipment
  - 2.2.1 Transfer of facilities shall be done on a campus to campus or office to office transfer as per evaluation of the UEAC.
  - 2.2.2 The transfer of facilities and equipment will require the approval of the Office of the President upon recommendation of the UEAC.
  - 2.2.3 Transfer will be done by the Supply and Property Management Office to ensure proper recording of the equipment and facilities.
- 2.3 Disposal of unserviceable equipment and facilities
  - 2.3.1 Creation of the University Disposal Committee (UDC)

- 2.3.2 The Committee shall conduct assessment of University facilities and equipment for disposal
- 2.3.3 The Committee shall recommend to the University President disposal of the unserviceable properties and equipment of the University
- 2.3.4 The Committee shall conduct all the processes pertaining to disposal such as posting or publication of invitation to bid, auction sale and award of sale based on the rules and regulations set forth in the Manual of Unserviceable Properties.

## **2. Acquisition of Equipment and Facilities**

- 2.1 As a general rule, acquisition of equipment shall be done thru Competitive Public Bidding. Public bidding promotes competitiveness by giving equal opportunity to prospective bidders.
- 2.2 Bidding shall be done by the Bids and Awards Committee of the University and will follow the Rules and Regulations of RA 9184 also known as the Government Procurement Reform Act.
- 2.3 To promote efficiency and economy, the University may use the Alternate Modes of Procurement. These are shopping, limited source bidding, direct contracting, repeat order and negotiated procurement.
- 2.4 The procurement of equipment and facilities using the alternate modes of procurement shall be the responsibility of the University Bids and Awards Committee and its Secretariat.
- 2.5 The Bids and Awards Committee and BAC Secretariat shall ensure that all rules and regulations of RA 9184 are observed at all times.

## **3. Rental of URS Facilities**

- 3.1 To gain additional income, URS facilities may be rented by other Government offices and private individuals subject to the rates specified by the University.
- 3.2 Government agencies who will rent URS facilities must file a written request and shall be subjected to the approval of the Office of the University President.
- 3.3 URS Faculty and Staff who would like to rent URS facilities and equipment must accomplish the request form to be secured from the Office of the Corporate Business Affairs and shall be subject to the approval of the Director, Administrative Services or Campus Director where the equipment and facilities are found.

- 3.4 All payment for rentals shall be paid at the Cashier's Office of the Campus where the facilities are located.
- 3.5 For private individuals, a 50% down payment shall be required upon accomplishment of the Memorandum of Agreement and the remaining 50% shall be paid upon return of the equipment or completion in the use of facilities.
- 3.6 For Government Agencies, full payment shall be required right after the use of URS facilities or equipment.
- 3.7 Rented equipment shall be promptly returned on the specified date otherwise they will be charged a penalty equivalent to the amount of rent for every day of delay or fraction thereof.
- 3.8 Any equipment for rent shall be guaranteed to be in good working condition and any damage parts or breakdown shall be charged to the borrower of the equipment or facilities.
- 3.9 Damage to the equipment or facilities rented by a URS campus to another URS campus shall be shouldered by the former charged against their campus fund.
- 3.10 URS personnel who shall rent URS facilities for oral defense and other presentation connected with their studies shall be given 50% discount on the amount of rent.
- 3.11 Campus to campus rent of facilities and equipment shall be given 50% discount on the amount of rent.
- 3.12 URS personnel who shall rent the facilities for the use of immediate members of the family shall be given 30% discount (parents and children only).
- 3.13 Government agencies shall be given 25% discount for the rent of facilities.
- 3.14 The Head of the Corporate Business Affairs shall supervise and monitor the use of rented facilities and ensure that the provisions of the MOA are observed.

#### **GUIDELINES ON THE USE OF UNIVERSITY VEHICLES**

1. Request for the use of vehicle should be secured from the Office of the Vice-President for Administration and Finance in Morong Campus or Office of the Supply and Property Management in Tanay Campus, a week before the scheduled date of travel.

2. The Driver's Trip Ticket shall be prepared and signed upon endorsement of the approved request.
3. No University vehicle shall be allowed to leave the University premises without a properly accomplished and approved trip ticket. In case the vehicle has two or more scheduled trips for the day, a separate approved trip ticket must be held responsible for the strict implementation of this specific provision.
4. Only official drivers and authorized officials are allowed to drive the University vehicles.
5. All University vehicles shall be used exclusively and strictly for official business and essential activities only. Trips during Sundays and Holidays shall not be allowed.
6. Use of vehicles shall be prioritized according to purpose, urgency, extent of need and availability of vehicle. Priority shall be given to those officials to whom the vehicle is assigned.
7. Vehicles should be parked at the designated place within the Campus when not in use.

IMPLEMENTING GUIDELINES ON FAST FOOD CONCESSIONAIRES

The Administrative Council through Resolution No. 04-032-15 has approved the following guidelines on fast food concessionaires for the guidance of all concerned:

- 1. The concessionaire should pay a rental per day per stall based on campus enrolment as follows:

Enrolment	Rental	Monthly
1000 and below	P50.00/day	1,200.00
1001 - 1500	75.00/day	1,800.00
1501 - 2000	100.00/day	2,400.00
2001 - 2500	150.00/day	3,600.00
2501 - 2500	200.00/day	4,800.00

- 1.1 Additional charge for current and water consuming device based on the prescribed rate of the university;
- 2. Payment should be made every end of the month except for the months of March, April, October and December which will be based on a daily rate;
- 3. The concessionaires shall be required to pay a one-month advance rental;
- 4. The concessionaire with their food stall shall occupy a maximum space of 2m x 2m at a designed area in the campus;
- 5. The food stall will be in accordance with the prescribed design by the University and will be constructed by the concessionaire;
- 6. The concessionaire should strictly maintain cleanliness and sanitation in compliance with the Approved Implementing Guidelines on Environmental Management (Administrative Council Resolution No. 02-010-13 dated March 5, 2013). A utility worker must be hired and required to observe dress code

Male: White T-shirt, Long Pants and Rubber Shoes  
Female: White T-shirt, Long Pants and Rubber Shoes or Sandals

- 7. Failure to observe the dress code would mean a fine of One Hundred Pesos (Php100.00);
- 8. A Medical Certificate (stool, urine and chest x-ray) of personnel must be submitted before the start of the operation;
- 9. The duration of the contract between the concessionaire and the administration is one year and renewable for another year based on semestral evaluation.



- 10. Bottled water and other drinking products must be purchased in the University Business Affairs;
- 11. Submit sample of products to the University Food Testing Laboratory for testing. A Certificate must be issued by the University Food Testing Laboratory (UFTL). The said testing of products shall be undertaken semi-annually;
- 12. The concessionaire will be held responsible in paying all expenses due to negligence like fire, robbery or incident like food poisoning due to the food or products they sell;
- 13. The rental should be paid to the campus cashier who will issue an official receipt. Cash will be deposited to an authorized government depository bank;
- 14. The income generated from the concessionaires shall serve as revolving fund for the campus. Expenses or payments that will be drawn out of the collection will be through voucher and will follow the prevailing auditing and accounting rules and guidelines. All transactions will be subjected to post audit by the resident auditor. Twenty percent (20%) from the concessionaires' income will be remitted to the Campus Cashier, thereby compelling the latter to issue a corresponding local receipt and likewise maintain a daily cashbook, which would all still be under the rules of audit.
- 15. A concessionaire found guilty of not following the guidelines shall be penalized as follows:

First Offense	Reprimand
Second Offense	Suspension for one month
Third Offense	Cancellation of contract to operate

**POLICY GOVERNING FACULTY AND STAFF HOUSING AT THE  
UNIVERSITY OF RIZAL SYSTEM**

The University of Rizal System Board of Regents through Resolution No. 013-35-05 as amended has approved the herein Policy Governing Faculty & Staff Housing for the guidance of all concerned.

**Policy Statement**

University of Rizal System shall provide within its capacity housing accommodation to its faculty and staff members considering the pragmatic and exigency needs of the service to offer continuous operational coverage, security, and readily available personnel and as a form of incentive. Housing facilities however may not be available in all campuses of the University. Being awarded a housing unit is not a matter of right concomitant to employment in the University, but a privilege, the enjoyment of which shall be granted and regulated by the University Administration. The housing units are government properties and as such should not be used for business purposes. The housing program of the University shall be administered by the University Housing Committee to be constituted by and be directly responsible to the University President.

The housing unit of the University of Rizal System shall be leased to its qualified academic and administrative personnel as may be determined and designated by the University President upon recommendation of the Housing Committee, in accordance with the rules and regulations herein provided. All rental fees of cottages shall be deposited as a trust fund in a separate ledger and shall be used exclusively for the major repairs of the units. Violation of any pertinent rules and regulations herein shall be a cause for cancellation of contract.

**1.0. University Housing Committee**

There shall be a committee on faculty and staff housing which will manage the supervision, award and termination of lease.

**1.1. Committee Composition**

- |  |        |
|--|--------|
| a. Presidential Designee                                   | Chair  |
| b. Head, University Plant, Facilities Development Unit     | Member |
| c. Supply Officer  | Member |
| d. President, Faculty Organization of the Campus Concerned | Member |
| e. President, Staff Organization of the                    |        |

Campus Concerned	Member
f. University HRMO	Member
1.2. Functions and Powers	
1.2.1 To implement rules and regulations, guidelines, policies and criteria in the award of cottage/housing units to qualified faculty and staff members.	
1.2.2 To establish and recommend rental fees.	
1.2.3 To recommend to the University President the award of housing unit to qualified applicants.	
1.2.4. To monitor cottage/housing unit utilization and maintenance in accordance with the housing policies and guidelines and check any violations thereof. If, after due proceedings, it was determined that a particular cottage/housing unit occupant has committed a violation of any of the existing policies and guidelines, the Committee shall recommend appropriate action to the University President.	
1.2.5. To serve as the coordinating unit for executing and holding the official files of contracts of leases, move-in-authorities and other pertinent documents.	
1.2.6. To hold regular meetings and handle all forms of concerns and disputes for resolutions for the appropriate action of the University President.	
1.2.7. To prepare and submit annual report to the University President.	
2.0. Qualified Applicants	
Any URS academic or administrative applicant personnel under permanent appointment status may apply for a house provided that:	
2.1 He / She does not own a residential house within 5 kilometers radius from the URS Campus.	
2.2 Prior to application, he/she is not on leave of absence with or without pay for more than thirty (30) days, or he/she is not in full time detail in another office outside of URS.	
3.0. Basis of Award	
3.1. The following order of priorities shall be observed in the award of government cottages for occupancy by URS faculty and staff members.	

First	-	University President and COA Auditor
Second	-	Project-in-Charge / Caretakers
Third	-	Vice President(s)
Fourth	-	Dean/Director/Heads of Units (on-site Campus)
Fifth	-	University Physician(s)
Sixth	-	Faculty/Staff/Support Staff
Seventh	-	Non-URS personnel whose agencies have a Memorandum of Agreement with URS

4.0. Procedure for Filing of Application and Awarding

- 4.1. Application forms (quadruplicate) must be secured from and submitted to the Chair of the University Housing Committee.
- 4.2. When there two or more applicants who belong to the same priority group, preference shall be given to the applicant obtaining the highest number of points under the following criteria.
  - 4.2.1 For spouses who are both permanently employed in the University. 10 pts
  - 4.2.2 For married applicant whose spouse is not a permanent employee of URS 5 pts
  - 4.2.3 For every year of service as regular employee at the URS 1 pt

Where both spouses are employed at URS only the length of service of one shall be considered. Provided, however, that where both spouses are employed at URS, only the length of service of that spouse who has served longer shall be considered.
- 4.3. If there are housing units to be awarded and following those guidelines, the Chairman convenes the Committee to prioritize and submit the recommendation to the University President or his/her duly authorized representative for approval. In case of a tie in number of points obtained under the criteria, the Committee will refer the matter to the President for final decision. Such decision is non-appealable.
- 4.4. A thorough inspection of housing will be done by the UPFDU and the Supply Officer to make an inventory of the facilities/gadgets etc. present/existing prior to the lessee’s occupancy of the unit.

- 4.5. Upon the signing of the Contract of Lease by the University President or his/her duly authorized representative, and the applicant, the lessee shall claim possession of his/her housing unit upon receipt of the Move-in-Authority signed by the Chairman of the Committee.

#### 5.0. Conditions of Use of the Leased Unit and Premises

- 5.1. The lessee shall use the leased premises only as a private dwelling place for him/herself and the immediate members of his/her family. The members of the family shall include only the spouse, parent/s, a maid / houseboy, and dependent children and immediate relatives within the second (2<sup>nd</sup>) degree of consanguinity or affinity of the lessee. Additional surcharges for other relatives shall be imposed.
- 5.2. The lessee shall not have it sub-leased or rented by a third party.
- 5.3. The lessee-resident shall take care of the housing facilities as if it were their own, this includes but is not limited to housekeeping, cleanliness and sanitation of housing units, resident's room, facilities and surroundings must be maintained by respective occupants; hence they are held responsible and accountable for whatever damage and loss that might occur to the facilities especially those arising from their carelessness and/or negligence.
- 5.4. The lessee-resident is responsible for the general condition and appearance of the leased unit and area whether interior, exterior, and landscape, reasonable wear and tear exempted.
- 5.5. Losses and damages to any personal property of lessee-occupants shall be the sole responsibility of respective residents. The University / Campus will not assume responsibility for any loss of personal property or valuables.
- 5.6. Lessee shall always be available for call at anytime for emergency needs where his/her services are required unless he/she is sick or physically not capable to render the needed service.
- 5.7. It shall not be used for any commercial purpose, gambling, safekeeping or illegal firearms, explosives, deadly weapons and dangerous drugs and other acts contrary to the laws of the government of the Philippines.
- 5.8. Immoral acts that would disgrace University's values or acts that would disrupt peace and order shall be avoided within the housing premises.
- 5.9. Be cost conscious, observe energy and water conservation measures.

5.10. Any activity that may disturb other occupants like drinking or other related activities that will create unnecessary disturbances should be avoided. Scheduled special occasions that may require recreational/leisure activities and visitors should be coordinated to the Campus administrator for access and security arrangement subject to reasonable regulations as may be prescribed by the Committee.

5.11. Any violation of the above rules and regulations either intentionally or by gross negligence shall be dealt with accordingly as per existing University policies.

#### 6.0. Transfer to another Housing Unit

Application for transfer to another housing unit of the University shall not be allowed except if the housing unit is beyond economic repair or is scheduled for repair or demolition as certified by the UPFDU.

#### 7.0. Contract

Applicants who are awarded housing units must sign the corresponding contract of lease within ten (10) days from receipt of move-in authority; otherwise the privilege is automatically forfeited.

#### 8.0. Duration of Contract

The duration of contract lease will be five (5) years in force.

#### 9.0. Payment of Rentals and other Fees

9.1. Payment of rentals on leased government cottages or houses, including charges for electricity, water and other services extended by the University, shall be made on a monthly basis. The cashier of the University shall effect the deduction of rentals from his/her monthly salary. Lease revenue will accumulate in a revolving fund. The first use of lease revenue is to cover the costs of inspections, maintenance, and major repairs. Major repairs that meet the qualifications of the Committee through the UPFDU will be funded accordingly. In the event maintenance or repair costs exceed the resources of the revolving fund, the University will make a temporary use of other sources of funds subject for replenishment when the lease revenue / revolving fund becomes available.

9.2. Lease rates will be based on available rental rates for comparable properties in the municipality being served, and then discounted as appropriate those employees who provide 24-hour, seven days a week presence to monitor environmental conditions to ensure the validity of research, protection and care of University's assets, after hours care

tending to livestock or maintaining stable conditions in greenhouses, and providing round-the-clock security. Lease rates will be developed by the Committee; these rates will be approved by the Board of Regents. Lease rates will be evaluated annually.

10. Constructions, Alteration or Improvements

- 10.1. The University is responsible for facility maintenance and major repairs including but not limited to roofs, foundations, exterior wall structures and coverings, building code and statutes' compliance, etc. Should there be a need to make necessary major repairs on the leased premises, the lessee may advance the cost of such repairs with approval of the Committee, provided that whatever expenses incurred therefore shall be deducted from the monthly rental.
- 10.2. No construction, alteration or improvement shall be made by the lessee on the leased premises, except upon written request accompanied by the plan, design specifications and bill materials, duly approved by the University President, upon recommendation of the Committee. If the lessee desires to make other alternations and improvements which are not deemed necessary repairs, but are intended for aesthetic purposes only, then he/she can introduce such alternations and improvements with the prior written consent of the Committee. Further, all expenses incurred for such other alternations and improvements shall be to be done at his/her own expense and shall not be deducted from the monthly rent.
- 10.4. Cutting or timbering of trees is strictly prohibited with the exception for typhoon damaged trees only if declared calamity area and those pose threat and danger to life, limb, or property with prior written consent from the University or concerned government agencies.
- 10.5. Upon turnover of the unit to the assigned occupants, minor repairs as enumerate but not limited to what are stated below should be for the account of the lessee-occupants.
  - a. Replacement of worn out faucet or its assembly parts
  - b. Busted water pipe lines, (inside the house)
  - c. Defective flush bowl mechanism and water closet replacement/declogging
  - d. Lavatory leaks and lavatory replacement
  - e. Patching of holes and roofing
  - f. Roof repainting
  - g. Replacement of damaged doorknob or repair of lock mechanism

- h. Installation of safety hasp and other bolt lock mechanism
- i. Construction of air con slot
- j. Repair of windows, doors, cabinets, (replacement of screen, broken jalousies, cracked fixed glass header, door hinges)
- k. Extension of all piping works
- l. Ceiling repair/replacement
- m. Replacement of busted bulbs, fuse, fluorescent lamps, ballast and defective convenience outlet
- n. Provision of additional convenience outlet and extension unit
- o. Replacement of vinyl tiles and parquet (wooden)
- p. Replacement of kitchen sinks and comfort room tiles

11. Size or Area of Leased Premises

- 11.1. The size or area of the leased premises shall be determined by the administration through the Committee and shall be included and specified in the move-in-authority.
- 11.2. No parking of private / personal vehicles (regardless of type) is allowed beyond the leased area / premises. Construction of garage is accountable to the lessee.

12. Keeping of Pets and other Animals in the Leased Premises

- 12.1. Keeping of cattles, carabaos, goats, sheeps, horses and other large animals shall be strictly prohibited. Dogs, cats and other domesticated animals are allowed in the housing compound but they should be kept on leash inside the owner's premises to avoid any untoward incidents. Poultry and hogs for the occupant's personal consumption, but subject to prior approval of the Committee. The lessee shall ensure that such animals which he/she is allowed to keep in the leased premises shall be confined within the leased premises so as not to cause disturbance to the neighborhood.
- 12.2. The lessee must keep the housing unit and its premises clean, sanitary, presentable and free from breeding places of disease-carrying insects/pests.



13. Termination of Lease

- 13.1. The lease contract shall be deemed terminated on the basis of any of the following:
- a. When the lessee's contract is not renewed at the five-year period of the contract;
  - b. When the lessee is separated for cause or resigns from the University of Rizal System;
  - c. When the lessee fails to return to URS after termination of his/her approved leave of absence;
  - d. When the lessee has constructed or acquired his/her a house within 5 kilometer-radius from the campus;
  - e. When the lessee voluntarily terminates the lease before the end of the period of the lease and upon due written notice thereof;
  - f. When the lessee has retired and in such case, shall vacate the housing unit and its premises within six (6) months after effective date of retirement with a written notice; however, if the spouse is also working in URS the contract will be transferred to the spouse in active service;
  - g. When the lessee has been found committing illegal tapping of water lines or electrical connections duly determined by competent authorities ;
  - h. When the lessee has been found guilty of any criminal acts;
  - i. When the lessee or his/her immediate family member wilfully committed gross misconduct within the Campus premises as determined by the Committee;
  - j. When the lessee failed to pay rental or utility bills for three (3) consecutive or accumulated months in a year; and
  - k. When the lessee has violated wilfully the terms and conditions of contract lease or any provisions of this housing policy and other reasonable regulations of the University in concomitant with the lease of the housing unit;
- 13.2. The housing facility is deemed discontinued within thirty (30) days from date of official notice of transfer, termination, resignation or retirement to give sufficient time to look for another place to transfer.
- 13.3. Upon the death of the lessee, the privilege granted under this Housing Policy and the corresponding contract of lease shall automatically be transferred to the surviving spouse provided that he/she shall remain in

the active service of the URS. In the case of death of the lessee, the bereaved family shall be given sixty (60) days to relocate. Then the unit shall be awarded and turned over to other qualified applicants in the priority waiting list of the Housing Committee.

13.4. The housing facility can be withdrawn any time subject to administration's discretion. The University also has the option to cancel the unit awarded to any employee, if one failed to relocate within 30 days upon receive of their Move-In Authority and therefore grant this to other qualified applicants.

13.5. Prior to vacate the unit for any reason, occupant is obliged to settle all the electric bills to the Accounting Department and must surrender all the keys to the Housing Committee.

#### 14. Surrender of Housing Unit

14.1. Any lessee surrender a housing unit must inform the office of the Supply Officer fifteen (15) days before vacating the unit and accomplishment of the required form.

14.2. On the day so specified, the supply officer/his representative shall inspect the surrendered housing unit and issue the corresponding clearance after restoration of damaged or missing parts of the unit. Thereafter, the keys are returned to the Supply Officer.

14.3. All permanent improvements within the leased premises of the housing unit, which may not be detached without causing damages to the unit shall be left behind and shall be deemed property of URS.

#### 15. Penalty Clause

15.1. In case of court litigation arising from the breach of contract on the part of the lessee, such sum as required and necessary for liquidated damages and Attorney's Fee shall be paid by the Lessee to the University, exclusively of other costs or expenses as may be determined by the court.

15.2. The lessee shall be held liable for the payment of the cost materials and labor incurred in the repair of any damage to the building leased by him/her, which is not due to ordinary wear and tear or force majeure.

#### 16. Determination of rate of rental

Imposition of rental rates shall be upon recommendation of the University Housing Committee but subject to final approval by the University President.

#### 17. Transitory Provision

- 17.1. Employees currently enjoying privilege of housing will continue to lessees until their retirement, separation from the University for a cause, resignation, or voluntary termination of the lease; however, the lease contract may be terminated upon violations of the rules and regulations of the housing policy.
- 17.2. Occupants of existing “make-shifts” / “shanties” / temporary dwelling structures not intended for residence shall be given six (6) months to leave said structures upon receipt of notice. Original features of converted structures shall be on the expense of the occupants, thus, reasonable fees will be collected on a monthly basis to cover the repair of the structures.
- 17.3. Future construction of unauthorized structures for dwelling purposes is prohibited and shall be dealt administratively.

18. Effectivity.

- 18.1. If any provision of this policy or the application thereof to any situation or circumstance shall be invalid or unenforceable, the remainder of this policy shall not be affected, and each remaining provision shall be valid and enforceable to the fullest extent. In the event of such partial invalidity, the University shall seek in good faith to promulgate reasonable policies replacing any such legally invalid provision with a provision, which in effect will most nearly and fairly approach the effect of the invalid provision.
- 18.2. The policy shall take effect immediately upon approval by the University President. All University Housing Rules and Regulations, which are inconsistent with the provisions of this policy, are hereby amended and/or revoked accordingly.

Appendix A

Republic of the Philippines  
UNIVERSITY OF RIZAL SYSTEM  
Province of Rizal

DETERMINANTS TO BE CONSIDERED IN THE EVALUATION OF  
NON-TEACHING STAFF

Name \_\_\_\_\_

CRITERIA	MAXIMUM POINTS	EARNED POINTS	TOTAL POINTS
I. Performance (30 points) Performance Rating  a. 9.5 - 10.00 Outstanding b. 7.51 - 9.49 Very Satisfactory c. 4.01 - 7.5 Satisfactory d. 2.8 - 4.0 Fair e. 2.0 - 2.7 Poor  First Semestral Performance Second Semestral Performance	30		
II. Educational and Training (25 points) a. Education - 15 b. Training - 10	25		
III. Experience and Outstanding Accomplishment (20 points) a. First Level b. Second Level	20		
IV. Psycho-Social Attributes and Personality (15 points)	15		
V. Potential (10 points)	10		
TOTAL	100		

Rated by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Performance Rating ----- 30 points

The performance rating shall be based on the total numeral rating in the last performance evaluation of the employee / candidate immediately preceding the ranking being made. In the case of employees who are on authorized leave of absence, secondment, observation tour, scholarship grants and / or study grant their latest performance rating perform each leave / scholarship shall be used.

First Semestral Performance  
Second Semestral Performance

II. Education and Training ----- 25 points

A. Education ----- 15 points

Education refers to the level above the minimum requirement of the position as prescribed in the Qualification Standards Manual of the Civil Service Commission as the case may be.

First Level:

Third Year College----- 3 points  
Candidate For Graduation ----- 6 points  
Degree Holder ----- 9 points  
18 Units of Graduation Studies ----- 12 points  
Above 24 MA Units ----- 15 points

(Any higher degree obtained above the minimum educational requirement of the position applied for shall be awarded additional points not to exceed the maximum 20 points).

Second Level:

Bachelor’s Degree ----- 6 points  
24 Units in Masteral ----- 8 points  
30 Units in Masteral ----- 10 points  
Completed Academic Requirement for Master’s Degree- -12 points  
Master’s Degree ----- 15 points

III. Experience and Outstanding Accomplishments ----- 20 points

This factor refers to the training and / or experience of the candidate relevant to the next higher position or the vacancy.

A. Experience ----- 10 points  
(maximum of 10 points)

- 1.0 point for every year of experience at URS
- .50 point for every year of experience in other SUC
- .25 point for every year of experience in private agency / non SUC

B. Outstanding Accomplishment -----10 points

First Level: (Salary Grade 1- 9)

- 1. Outstanding Employee of the year Award -----3 points
  - Nomination in Office / Awardees in the campus level --- 1 point
  - Nomination in the Department / Awardees in the University wide -----2 points
  - Recipient of the Award ----- 3 points
- 2. Creativity, Initiative, Innovativeness  
i.e. work simplification----- 4 points  
(To be determined by the immediate supervisor and attested by the Committee)
- 3. Serviceability i.e. Rendering service beyond the call of duty - 4 points  
(provided that is not classified as overtime)
- 4. Performing functions higher than actual duties and Responsibilities ----- 4 points

Second Level : (Salary Grade 10 and above)

- 1. Outstanding Employee Award ----- 4 points
  - Nomination in the Campus level ----- 1 point
  - Nomination in the University wide ----- 2 points
  - Recipient of the Award ----- 3 points
  - National Level ----- 4 points
- 2. Creativity, Initiative, Innovativeness ----- 4 points  
(To be determined by the immediate supervisor and attested by the Committee)

B. Training -----10 points

Training refers to the national / regional or international conferences, seminars / workshops, observation tours, non- degree training and other work-related training with accompanying Certificates of Attendance / Participation or Plaque of Recognition / Commendation.

First Level:

Participation to Seminars / Workshops ----- 3 points

Local - .2 pt. for every 8 hours seminar / workshop attended

National - .4 pt. for every 8 hours seminar / workshop attended

International - .6 pt for every 8 hours seminar / workshop attended

Participant of Skills Development Training

6 months training in relevant field to the next higher

position -----2 points

1 year of relevant training to the next higher position --- 4 points

18- month training in relevant field to the next higher

position ----- 2 points

Completion of a 2 year Training Program -----8 points

Lead Role in the conduct seminar / work shop / symposium --- 10 points

(Any involvement / participation in training / seminars / workshop which outputs / results have been institutionalized shall be awarded the maximum 15 points).

Second Level :

Participant in 3 or more Training Activities for at least 2 days ---2 points

Co-chairmanship of a Technical Committee / Group ----- 4 points

Chairmanship of a Technical Committee / Group -----6 points

Planning Committee Co-Chairmanship ----- 8 points

Planning Committee Chairmanship ----- 10 points

(Involvement in training / seminars / workshop which results in outputs that have been institutionalized or adopted for implementation in his/ her Office or any other offices shall be awarded the maximum 15 points).

(Demonstration of creativity, initiative and innovativeness, through the development of new or superior work procedures, methods, inventions and devices)

- a. Conceptualized an innovative work plan properly document and approves by immediate superior and attested by properly authorized official with whom the project is includes a modification / enrichment of existing procedures, methods, etc. -----1 point
- b. Implementation of work plan has been started ----- 3 points
- c. Work plan has been fully implemented with documents outputs -----3 points
- 3. Publication ----- 3 points

(Includes Authorship of Professional Book/s, Papers or Articles published. One point shall be given each article but not to exceed 3 points; authorship of a book by candidates to the position shall be awarded 3 points. If there are more than one author, the points shall be divided equally among the authors).

- 4. Consultancy / Resource Speaker ship in Seminars / Workshop / Symposia / For a, etc. ----- 4 points
- Local Level ----- 1 points
- Regional ----- 2 points
- National ----- 3 points
- International ----- 4 points

(One involvement may suffice the awarding of the corresponding point/s).



IV. Psycho-Social Attributes and Personality ----- 15 points

- Emotional Maturity - 3 points
- Courtesy - 3 points
- Human Relation - 3 points
- Credibility - 3 points
- Cooperation and Attribute - 3 points

V. Potential ----- 10 points

- Leadership - 2 points
- Service oriented - 2 points
- Creativity - 2 points
- Innovativeness - 2 points
- Special Talents and Skill Related to the Position - 2 points

APPENDIX B

ANNUAL PROCUREMENT PLAN FOR 2015  
For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.

2. For Sub - Depots please refer to the following (Arranged / Classified according to commonality of freight cost):

a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin) - Region XIII

b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman) - Regions VI, VII, VIII, X, & XI

c. Surigao Del Norte - Surigao Del Norte

d. Zamboanga Sibugay- Zamboanga Sibugay

e. Camiguin - Camiguin

3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement. Total Amount per item and the Grand Total.

4. APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.

5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.

6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office AND email an electronic copy at app@philgeps.gov.ph or at appsdbm@yahoo.com.

7. Consistent with DBM Circular No. 2013-14, the APP for FY 2015 must be submitted on or before November 30, 2014.

8. Rename your APP file in the following format: APP2015- Name of Agency- Region (e.g. APP2015 -PS- Central Office).

9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: \_\_\_\_\_

Region: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

E-mail : \_\_\_\_\_

Telephone/Mobile Nos: \_\_\_\_\_

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1. BALLAST, 18 wats	piece				0				0				0				0	0	72.70	-
2. BALLAST, 36 wats	piece				0				0				0				0	0	71.03	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet				0				0				0				0	0	15.39	-
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet				0				0				0				0	0	14.46	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet				0				0				0				0	0	71.76	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 18W	set				0				0				0				0	0	327.60	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set				0				0				0				0	0	384.80	-
8. FLUORESCENT LAMP, tubular, 18 wats	piece				0				0				0				0	0	35.36	-
9. FLUORESCENT LAMP, tubular, 36 wats	piece				0				0				0				0	0	36.40	-
10. COMPACT FLUORESCENT LIGHT, 18 wats	piece				0				0				0				0	0	99.74	-
11. FUSE, 30 amperes	piece				0				0				0				0	0	12.48	-
12. FUSE, 60 amperes	piece				0				0				0				0	0	28.08	-

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UNIVERSITY OF RIZAL SYSTEM																
Province of Rizal																
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) for the year 2015																
CAMPUS/ OFFICE: _____																
ITEMS NOT AVAILABLE AT P.S. BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
CODE	GENERAL DESCRIPTION/ ITEM DESCRIPTION	QTY. SIZE	ESTIMATED BUDGET (Php)	jan	feb	mar	apr	may	jun	jul	aug	sept	oct	nov	dec	TOTAL
	Office Furniture															
	Mobile Pedestal Cabinet		5,000.00													-
	Filing Cabinet		11,500.00													-
	Filing Cabinet, Lateral		13,000.00													-
	Storage Cabinet		10,500.00													-
	Executive Table		19,900.00													-
	Jr Executive Table		10,000.00													-
	Executive Chair/ Swivel Chair		7,500.00													-
	Jr Executive Chair/ Swivel Chair		4,000.00													-
	Visitor's Chair		3,500.00													-
	Conference Table 8 seater		30,000.00													-
	Steel Shelves, 7 layers		11,000.00													-
																-
																-
																-
																-
	Office Equipment															-
	Heavy Duty Copier, 35 page/min		95,000.00													-
	Digital Copier		55,000.00													-
	Digital Duplicator (Duplo machine)		150,000.00													-
	Water Dispenser Hot & Cold		7,000.00													-
	Airconditioning Unit, Window Type 2HP		35,000.00													-
	Airconditioning Unit, Window Type 1.5HP		28,000.00													-
	Airconditioning Unit, Inverter Type 1.5HP		65,000.00													-
	Airconditioning Unit, Inverter Type 2HP		80,000.00													-
	CCTV Camera (set)		90,000.00													-
																-



## **PREFACE**

This Manual was developed to guide the employee on important policies and procedures related to the over-all management and operation of the University. Specifically, the Manual contains detailed facts on the policies, procedures and processes in line with the organizational structure and mandated functions of the University.

The Manual is also intended to provide the user with useful information about the official duties and functions of various offices as well as the expected major outputs of these offices. Likewise, legal, proper and prescribed processes for frontliners and other service-oriented administrative offices are identified to ensure the accomplishments of the critical services and tasks assigned to concerned employees.

With this Manual, compliance of all policies and procedures will ensure the attainment of the University's vision, mission and goals.



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